INFORMATION FOR BID
ATTENTION: This is not an order. Read all instructions and terms and conditions carefully.

INVITATION NO.: T052027
Issue Date: 6/2/2010
Title: Standing Contract for Temporary Labor
Buyer: Patrick Sexton
Phone: (205) 348-0064
Email: psexton@fa.ua.edu

IMPORTANT: SEALED BIDS MUST BE RECEIVED BY 6/16/2010 @ 2:00 P.M. CST TIME

Bid number and opening date must be clearly marked on the outside of all bid packages.

1. Pursuant to the provisions of the State of Alabama Competitive Bid Law, Section 41-16-20 and/or 39-2, rules and regulations adopted thereunder sealed bids will be received on the items noted herein by The University of Alabama Purchasing Department until the date and time stated above. In accordance with Alabama State Bid Law Section 41-16-27, where applicable, the University reserves the right to enter into negotiations within thirty (30) days of the bid opening.
2. The University's General Terms and Conditions and Instructions to Bidders, viewable at www.purchasing.ua.edu/purchvendo.html apply to this Solicitation and shall become a part of any contract issued hereunder.
3. For purposes of this Solicitation, the Solicitation documents shall consist of the following components: a) Invitation for Bid and any Addenda; b) General Terms and Conditions; c) Instructions to Bidders. In the event that any provision of the component parts of the Solicitation conflicts with any provision of any other component parts, the component part first enumerated shall govern.
4. This Agreement and any disputes hereunder shall be governed by the laws of the State of Alabama without regard to conflict of law principles.

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 in Alabama. By submitting a response to this solicitation, 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 University of Alabama may declare the contract void if the certification is false.

DISCLOSURE STATEMENT
1. If you or any owner, officer, partner, board or director member, employee, or holder of more than 5% of the fair market value of your firm or any member of your households is an employee of The University of Alabama, this information must be included in your solicitation response. Failure to disclose this information in your response may result in the elimination of your proposal from evaluation.
2. If you or any owner, officer, partner, board or director member, employee, or holder of more than 5% of the fair market value of your firm or any member of your households is an employee of The University of Alabama; and you or your firm is awarded a contract as a result of this solicitation, then within ten (10) days after the contract is entered into, you agree to file a copy of that contract with the State of Alabama Ethics Commission in accordance with Code of Alabama, Section 36-25-11 and upon request by the University furnish evidence of such filing.
3. By accepting payments agreed to in any purchase order resulting from this bid, Contractor certifies that to its knowledge no University employee or official, and no family members of a University employee or official, will receive a benefit from these payments, except as has been previously disclosed, in writing, to the University on the Disclosure Statement of Relationship Between Contractors/Grantees and Employees/Officials of The University of Alabama.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFlict OF INTEREST
I hereby swear (or affirm) under the penalty for false swearing as provided in Code of Alabama 6-5-180 that
1. In accordance with Code of Alabama Section 41-16-25, amended 1975 that the attached response has been arrived at independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Invitation for Bids, designed to limit independent bidding or competition;
2. The contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids.
3. The bidder is legally entitled to enter into contracts with The University of Alabama and is not in violation of any prohibited conflict of interest, including those prohibited by the Code of Alabama 13A-10-62, as amended 1975.
4. I have fully informed myself regarding the accuracy of the statement made above.

THIS AREA MUST BE COMPLETED

DELIVERY AFTER RECEIPT OF ORDER: NAME OF COMPANY: PHONE:
FEDERAL EMPLOYER ID NO.: ADDRESS:
PAYMENT TERMS: ADDRESS: FAX:
SHIPPING TERMS: CITY, STATE & ZIP CODE: E-MAIL:
QUOTE VALID UNTIL: SIGNATURE: Typed/Printed Name of Signor

SIGNATURE REQUIRED: This bid cannot be considered valid unless signed and dated by an authorized agent of the bidder. Type or print the information requested in the spaces provided.

ATTENTION: This is not an order. Read all instructions and terms and conditions carefully.
INVITATION FOR BID

The University of Alabama requests sealed bids as per attached general and technical specifications or equal unless otherwise specified in the Special Conditions.

All Bidders submitting a bid must read all specifications carefully and respond accordingly. Failure to do so may eliminate your bid from consideration due to non-compliance.

1.0 GENERAL SPECIFICATIONS

1.1 All bid responses, technical information and any other attachments furnished to The University of Alabama in response to this request for quotation must be submitted in duplicate (THE ORIGINAL BID AND ATTACHMENTS WITH ORIGINAL SIGNATURE AND ONE EXACT COPY OF THE ENTIRE BID RESPONSE). Bidders who fail to follow this format may be disqualified from the evaluation and award phase of this bid.

1.2 The stated requirements appearing elsewhere in this solicitation shall become a part of the terms and conditions of any resulting contract. Any deviations therefrom must be specifically defined. If accepted by the University, the deviations shall become part of the contract, but such deviations must not be in conflict with the basic nature of this solicitation.

Note: Bidders shall not submit their standard terms and conditions or purchase order terms as exceptions to or modification of the terms and conditions of this solicitation. Each exception to or modification of a University term and condition shall be individually listed by the bidder. Failure to follow this instruction may result in the determination that a bid submission is non-responsive to a solicitation and the rejection of that bid.

1.3 The issuance of a University Purchase Order (P#) or a signed Contract document is required to constitute a contract between the successful Bidder and the University which shall bind the successful Bidder to furnish and deliver the commodities ordered at the prices, terms and conditions quoted and in accordance with the specifications of this Solicitation as well as the terms and conditions of the University’s Purchase Order or Contract. No shipments are to be made to The University of Alabama without the issuance of a Purchase Order (P#). (Bidders are not to accept or ship items against a requisition number “R” #.)

1.4 Any questions concerning these specifications should be directed to the Buyer listed on the signature page.

1.5 No department, school or office at the University has the authority to solicit or receive official Solicitations nor authorize Solicitation or Contract changes other than the Purchasing Department. All solicitations are issued under the direct supervision of the Associate Director for Purchasing and in complete accordance with the State of Alabama Bid Law, Section 41-16-20 and University policies and procedures.

1.6 The terms and conditions included in this Solicitation along with any addenda, any University contract and/or University purchase order(s) issued referencing this Solicitation, the University’s General Terms and Conditions, Instructions to Bidders shall constitute the entire and exclusive Contract between the University and the successful Bidder.

2.0 QUALIFICATIONS AND STANDARDS

Due to the importance of maintaining a safe University environment, it is imperative that the successful bidder meet certain qualifications that will guarantee The University of Alabama the successful Bidder is qualified to furnish and deliver products, equipment and services or furnish, deliver, install, service and/or repair equipment whichever is applicable as required in this Solicitation. In order for Bidders to qualify, the following requirements must be fulfilled:

2.1 The Bidder must provide, in writing, a statement that the Bidder has been regularly engaged in business for a minimum three (3) years engaging in furnishing, delivering, servicing, repairing and installing, equipment, goods, or services required in this Solicitation. In lieu of the minimum number of years in business, a performance bond may be submitted in the amount of one hundred (100 %) per cent of the contract price. This bond will be used to secure the completion of the project should the successful Bidder default for any reason. Failure to comply with this requirement may eliminate your bid response from consideration.
2.2 Each bidder required to provide a bond, shall submit a letter from a bonding agent licensed to do business in the State of Alabama stating that if the bidding company is the successful bidder, said bonding agent will furnish a 100% performance and payment bond covering and including products and service for the duration of the contract period. Said bond shall be subject to the approval and acceptance of The University of Alabama. The bond must be furnished to the University Purchasing Department within forty-eight (48) hours after receipt of the purchase order. The premium of the bond shall be paid by the successful bidder. Failure to provide the bond letter or bond will eliminate your bid from consideration in the bid award.

3.0 REFERENCES

References must include at least three (3) other universities, institutions or businesses, which the bidder has successfully provided products, services or installation of equipment similar to those required in this Solicitation in terms of manufacturer, size, features, service or type of installation. The references must include company name, address, project/delivery date, contact name, phone number, and email address.

4.0 PRODUCT SPECIFICATIONS

Specify all terms and conditions of the warranties associated with your products in your bid response.

5.0 PRICE QUOTATION

5.1 IMPORTANT: It is required that the PRICE QUOTATION SHEET(S) furnished with this Request for Price Quotation be completed and submitted with your proposal. DO NOT send generated price lists as your bid. Failure to comply with this request may eliminate your bid from consideration in the bid award.

5.2 All prices shall be quoted furnish and install (if applicable) FOB The University of Alabama, Tuscaloosa, AL 35487 prepay and allowed. Unit prices quoted must include any and all shipping and handling charges. Any freight claims will be the responsibility of the Bidder. The successful Bidder must transport at the time of set-up, the equipment and supplies necessary for this installation to campus. No direct shipments will be accepted.

5.3 It is the Bidder’s responsibility to verify any information, measurements and obtain any clarifications prior to submitting the bid response. The University is not liable for any errors or misinterpretations made by the Bidder in response to this Solicitation.

5.4 The successful Bidder under the specifications required in this Solicitation shall furnish at its expense all equipment, labor, tools, supplies, transportation, insurance and other expenses necessary to fully perform any phase of the requirements of this Solicitation.

5.5 Quote prices firm for a period of ninety (90) days following the bid opening date unless otherwise stated in the Special Conditions. Bids that do not guarantee pricing firm for this period may be eliminated. Failure to quote the term for which your prices will remain firm may eliminate your bid from consideration.

5.6 The quoted price must include but not be limited to all cables, wires, connectors, etc. to make a complete functioning unit unless specifically stated in the special conditions.

5.7 Include with your bid response complete details of your company’s Return Merchandise policy, including, but not limited to, amount of any restocking fee required, procedures, limitations, contact person and phone number. While the University does not enter into any purchase with the intent to return items ordered, we do require this information be included with your bid response. Failure to include this information may be grounds for elimination of your bid from consideration.

6.0 DELIVERY, INSTALLATION AND TRAINING REQUIREMENTS

6.1 Proposed delivery dates shall be stated in number of calendar days after receipt of order.

6.2 All items must be delivered directly to the University by the successful Bidder and placed according to the instructions supplied by the University.
7.0 INSURANCE

7.1 See General Terms and Conditions for general Insurance Requirements, Additional Insurance requirements may be listed in the Special Conditions Section.

7.2 The successful Bidder shall provide the University Purchasing Department a certificate of insurance listing the required types of insurance and minimum liabilities specified in the General Terms and Conditions unless otherwise modified in the Special Conditions.

7.3 The certificate must be received by The University of Alabama Purchasing Department within three (3) days of request. Failure to comply with this request may eliminate your bid from consideration in the bid award.

7.4 The University reserves the right to terminate any resulting contract, if the Bidder fails to keep these policies in force for the above amounts or for the duration of the contract period.

7.5 In the event of cancellation, material change or any other modifications or intent not to renew any of the insurance requirements specified, thirty (30) days written notice shall be given to the University by the party initiating any revision.

7.6 The umbrella policy must be listed on the insurance certificate with an explanation of the coverage.

8.0 RESTRICTIONS ON COMMUNICATIONS WITH UNIVERSITY STAFF

From the issue date of this Solicitation until a Contractor is selected and a contract award is made, Bidders are not allowed to communicate about the subject of the IFB with any University administrator faculty, staff, or members of the Board of Trustees except:

- The Purchasing Department representative, any University Purchasing Official representing the University administration, or others authorized in writing by the Purchasing Office and
- University Representatives during Bidder presentations.

If violation of this provision occurs, the University reserves the right to reject the Bidder’s response to this Solicitation.
9.0 SPECIAL CONDITIONS

9.1 The University of Alabama is requesting sealed bids to establish a **Twelve (12) Month Standing Contract beginning upon date of award for Temporary Labor Personnel** for the University of Alabama Grounds Department, Athletic Grounds Department, Custodial Department and any other University Department to be used as needed as per attached general and technical specifications. The University of Alabama **does not guarantee** that any specific number of temporary labor personnel or specific number of man-hours will be used during the contract period.

9.2 Acceptance of bids and responses to this request does not obligate the University of Alabama in any way. All costs incurred by the vendor in the preparation of this proposal are the responsibility of the vendor. The University reserves the right to make multiple awards, waive any irregularities, accept in whole, part of or reject any or all quotations, and to select the vendor(s) which, in the sole opinion of the University best meets the University's interests.

9.3 Pricing for this contract must be firm for an **initial twelve (12) month period** beginning upon date of award. However, upon mutual agreement between the vendor and The University of Alabama, this contract may be renewed for four (4) additional twelve (12) month periods at the original bid price. **The University will only consider adjustment clauses necessary due to federally mandated wage increases. Federally mandated wage increases only allow the vendor to increase the pay rate to match the newly mandated wage, if applicable, and the University will only allow the vendor to increase the bill rate by the same percentage over the pay rate as the original bid amount.** There should be no adjustments for inflation, cost of living, and insurance or profit enhancements. A documentable publication or report that can be agreed upon as reliable and consistent with the market must support all proposed clauses. All other terms, conditions, requirements, etc. will remain the same as the original bid document. Vendor should furnish a written agreement including any price adjustment clauses to renew the contract to the University sixty (60) days before the expiration date of the bid.

9.4 **Minority and Disadvantaged Businesses**

The University of Alabama is committed in its efforts to ensure the opportunity for participation of minority and disadvantaged businesses in the procurement of goods and services. The University is required to report purchases under governmental contracts. The vendor may be required to provide detailed reports of all minorities, women-owned and disadvantaged business participation linked to the University’s purchase orders and purchasing card purchases from Vendor. Specify in your response if your company can meet this requirement. Please see section 10.0 to respond to this question.

9.5 **The University of Alabama is an Equal Opportunity, Affirmative Action employer. Vendors and subcontractors (if any) shall not discriminate unlawfully against any employee or applicant for employment nor shall they deny the benefits of this agreement to any person on the basis of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex, or sexual orientation. Vendor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.**

9.6 This proposal specifies the conditions, which must be met to qualify as a temporary employment agency for The University of Alabama for the specified temporary employees. Also included is a series of questions that will be used to determine if the agency criteria are satisfied, and to provide the University with information regarding the types of services, which the agency will provide.

9.7 Responses to this request must include proposed rates and responses to the attached Agency Questionnaire. Responses must appear in the same order as the questions. You may provide additional relevant material at your own discretion. Written responses are required to all questions. Any or all written responses and brochures provided as part of the vendors response, letters, telegrams, etc. will become part of the final contract. Answer all of the questions included in the Bidder Profile section exactly as they appear. **Comments, figures and exhibits are encouraged, but they may not substitute for complete compliance with the questionnaire.**

9.8 Vendor will be required to provide the appropriate type and number of temporary personnel as needed by the University of Alabama. Vendor must have working knowledge of the University of Alabama. **The University reserves the right to request temporary personnel from the vendor for after hours, weekends, holidays and for special events on campus as needed. It is the intent of the University of Alabama to award this contract, in whole, to the vendor with the lowest overall pricing that is in compliance with the terms and conditions of this contract. The University of Alabama reserves the right to contact a secondary vendor in the event the primary vendor is not able to provide temporary personnel when requested.**
9.9 Provide the following corporate information:

Company Name
Location (address, city, state, zip)
Phone number, toll-free number, facsimile number
Federal Taxpayer ID Number
Name of representative of the bidder who is authorized to sign agreements on behalf of the company, and to negotiate with the University.

9.10 Vendors are required to submit the following information:

Furnish references from at least three (3) current clients and three (3) past clients you are no longer doing business with, preferably of similar size and usage of the University. State company name, contact name, and phone number.

9.11 In order to be selected as an agency for The University of Alabama the following service level requirements and conditions must be met:

1. Must have been in the temporary service business for a minimum of three (3) years.
2. Must provide bonding and insurance for the temporary employees. **Agency will be responsible for providing Workman’s Compensation Insurance and handling any workplace injuries and all issues associated with Workman’s Compensation. No University of Alabama employee will be responsible for filling out incident reports, insurance forms or providing any transportation for any temporary employee to a medical center or doctor’s office.**
3. Must provide initial screening and validated testing of temporary personnel and provide results as requested which will include, but not limited to **SSN Trace, National Sexual Offender Database Trace and Criminal Background Checks. Must also provide completed I–9 Forms when required.**
4. Must allow University departments to interview the candidate, if requested prior to or upon arrival at the work site to determine his/her qualifications for the requested position.
5. Must have facilities for skill improvement.
6. Must have one primary individual with one alternate assigned specifically for personal contact and selection of temporary personnel for The University of Alabama. **To help ensure clear communication between the Agency’s Temporary Personnel and UA, the primary contact assigned must be bi–lingual in English and Spanish and it is preferred that the alternate contact is bi–lingual as well. These individuals must be able to work in conjunction with the using departments to assess the needs. In addition, these individuals must be able to confirm that the work order has been filled and provide verification of employees arrival and client satisfaction.**
7. Shall submit a quote with the lowest possible rates for the University’s use.
8. Shall not charge The University of Alabama or temporary employee any placement fees if a temporary employee is hired for a full-time position with the University through the University selection process.
9. Shall possess the demonstrated capability to make available regular and comprehensive reports on a monthly basis for use of the Office of Human Resources and/or using department. **Please provide a sample report with your bid response.**
10. Will assume all responsibility for employment administration for temporary employees furnished by your agency. This includes withholding of proper taxes, payment of wages, employer contributions for FICA, Federal and State unemployment taxes, plus providing workers compensation and liability coverage.
11. Must be able to fill any Temporary Staff requisitions within 24 hours.
12. Must be able to replace any temporary staff determined to be unacceptable within 24 hours.
13. Must provide a Temporary Agency contact to be available by phone from 4:00am – 12:00am for emergencies and problems. If a contact cannot be provided during the specified time frame, please state the hours in which one will be provided: Hours are From____________ Until____________

14. **MUST** return the University issued vests and aprons to the Custodial department whenever a Temporary Agency employee’s service to the University ends. This rule applies in the event University issued clothing is provided to Temporary General Laborers/Groundskeepers by the hiring department.

15. Must provide photo I.D. badges for all temporary agency staff.

16. The Temporary Agency is responsible for making arrangements to acquire parking decals for temporary staff. The University of Alabama Parking Services Department requires all vehicles parked on campus to have an appropriate decal.

17. The Temporary Agency is required to review the Custodial Services Guidelines and Orientation document with all temporary staff to be assigned to the University Custodial Services Department before the staff report for an assignment.

18. The University will not approve payment of any invoice which has inaccuracies. Corrections must be made and a revised invoice issued before the invoice will be approved for payment.

9.12 If you do not or cannot meet the above requirements, you need not respond to the following questionnaire.

The basis for awarding the contract will be the strongest combination of:
Rates quoted
Payment Terms
Bidder’s financial strength
Validated testing
Support services for engaged employees
References of other clients, preferably of similar size and scope
Compliance with University Affirmative Action and/or Non-Discrimination policies
Compliance with the terms and conditions of the RFP

Any other factors that arise in the evaluation process that are not stated above can be used in determining which proposal will be accepted.

9.13 AGENCY QUESTIONNAIRE

If you are able to meet the requirements listed in the previous section, please respond to each of the following questions in the order in which they are asked.

A. General

1. How long has your company been in business:________________________________________

2. How many offices does your company operate and for what length of time have they been in operation:________

3. Identify the office that will serve the University:____________________________________
4. Please explain in detail your previous work experience with the University of Alabama or any other institutions of higher education similar in scope to the University of Alabama:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. Name of individual(s) directly responsible for the University’s account should you be successful.

Primary Contact Name __________________________ Work Phone __________________________ Cell ______________

Bi – Lingual English/Spanish Yes ________ No ________

Secondary Contact Name __________________________ Work Phone __________________________ Cell ______________

Bi – Lingual English/Spanish Yes ________ No ________

6. Explain insurance and bonding program and provide copies of each:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

7. List memberships in any professional organizations to which your firm belongs:

________________________________________________________________________

B. Recruiting

1. How does your company recruit qualified workers? Please supply an example of your recruitment advertisement with your bid response:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. What criteria are used in selecting temporary employees:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Does your company conduct reference checks on your prospective temporary employees:

Yes ___ No ___

If so, how many references are checked: ____________________________
4. Do you verify employment history:
   Yes  No
   If so, please explain:

5. How thorough is the skills assessment process:

6. Are the prospective temporary employees asked to demonstrate all skills that are claimed:
   Yes  No

7. How are the skill measurements validated:

8. Does your company provide customized recruitment testing:
   Yes  No

9. Does your company have a review program to ensure that temporary employees have a service-oriented focus:
   Yes  No

C. Training
1. What programs does your company have in place to train temporary employees new skills:

2. What programs does your company have in place to upgrade the skills of its employees:

D. Benefits
1. Does your company provide benefits to your employees:
   Yes  No

E. Placement/Performance
1. What are your procedures to place temporary employees in temporary positions:

2. What is the typical response time from the initial call to the agency to candidate identification:__________

3. How long is your typical time (in business hours) to determine that you cannot meet our needs on a specific assignment:______________________________

4. The University reserves the right to interview temporary employees prior to placement, and to reject individuals for cause. Do you agree to this specification:
Yes ___ No ___

5. Does your company provide support to temporary employees when they are placed on a job:
Yes ___ No ___

6. Explain how your company follows up on the performance of its employees:

7. Does your company initiate calls to departments using your temporary employees:
Yes ___ No ___

8. How often:______________________________

9. Does this frequency change with:
   The length of time the employee has been placed at the job site:
   Yes ___ No ___
   Current complaints (performance or conduct) about the currently placed temporary employee:
   Yes ___ No ___
   If employer or employee have been involved in prior complaints about performance or conduct:
   Yes ___ No ___

10. Please provide a copy of your service questionnaire and customer satisfaction surveys. Are these documents provided each time a temporary assignment is initialized:
   Yes ___ No ___
   If not, when are they provided:______________________________

11. Can your company provide some type of photo identification for staff assigned to the University:
    Yes ___ No ___

12. If required, can your company provide vests or smocks for staff assigned to the University for identification:
    Yes ___ No ___

13. Does your company require employees to have physicals before beginning to work:
    Yes ___ No ___
F. Complaints and Problem Resolution

1. At any time during the assigned work period the department may elect to terminate the services of the selected temporary employee. If this termination is the result of the temporary employee not meeting the minimum requirements of the position description, the University requires that a replacement employee of a greater capacity be placed at the beginning of the next business day. Do you understand and agree with this specification:

Yes___ No___

2. What is the procedure when a department complains about a temporary employee supplied under this agreement:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Include a copy of your policy in relation to complaints with regard to unsatisfactory job performance, tardiness, unauthorized absences, etc.

3. What steps are taken to rectify an unsatisfactory match:

________________________________________________________________________

________________________________________________________________________

The University will not be financially obligated for any employee that is deemed unsatisfactory upon placement.

G. Invoicing and Payment

1. Enclose two sample invoices (one blank and one completed) and two sample time cards (one blank and one completed) with your proposal.

2. The terms and conditions of this request (and any contract or purchase orders issued as a result of this contract) shall supercede and prevail over the terms and conditions contained on preprinted vendor documents such as time cards, invoices, etc. Do you understand and agree with this specification:

Yes___ No___

3. Vendors shall maintain all personnel and compensation records in accordance with relevant city, state, and federal laws. Vendors shall also make all required payments for payroll taxes, workers compensation, unemployment compensation, FICA and any other payments required in compliance with relevant city, state, and federal laws.

4. The University’s normal payment terms are 30 days net of invoice date. Due to the volume of invoices processed it is not always possible to pay on terms shorter than Net 20. Do you understand and agree to this statement:

Yes___ No___

If not, why: ____________________________

5. Do you have discounts available for early payment:

Yes___ No___ If so, state your terms______________________________
H. Reports

1. An important criterion in the selection of a staffing agency is the ability to make available regular and comprehensive reports each month. This data will be used to analyze overall staffing utilization by The University of Alabama.

Do you agree to provide monthly comprehensive reports due no later than 15 days after the end of the previous calendar month:

Yes ___ No ___

2. The comprehensive printed report will include:
   The number of orders placed.
   The number of orders filled.
   List of temporary employees dispatched to The University of Alabama including:
      Temporary employee(s) name
      Department name
      Department contact person’s name and phone number
      Job classification and bill rate

   This list will also include carry-over employees from month to month and terminations.

I. Availability

Temporary Personnel are required to be available to work at the University of Alabama within two (2) to three (3) days of being contacted for temporary employment by the University of Alabama. Some instances may require availability with twenty-four (24) hours notice. Can the vendor provide this level of availability:

Yes ___ No ___

9.14 HOURLY RATES

Separate firm hourly rates must be determined for the job type listed. The rates are to be fixed for the duration of the first twelve (12) months of agreement. Also specify the amount paid to each employee under this agreement.

In the event that, during the term of this agreement, the vendor is required to increase wages and/or payroll burden costs as a direct result of any determination or action by any Federal, State, or Local Government authority, the University agrees to permit the DESIGNATED AGENCY to increase its rates proportionally from the date the increase becomes law. The increase(s) cannot be implemented until the University’s Purchasing Department receives a new rate schedule and a letter explaining in detail the circumstances necessitating the increase. Bidders should be aware of any and all possible increases in wages, Social Security, Federal, State and Local taxes which may apply during contract term and make the University aware of same.

9.15 Invitation for Bid

4.0 does not apply to this solicitation

5.5 is amended to include: The prices quoted by the bidder are to remain firm for a period of twelve (12) months beginning upon date of award. Bids that do not guarantee pricing firm for the period of twelve (12) months beginning upon date of award may be eliminated. Failure to quote the term for which your prices will remain firm may eliminate your bid from consideration.

6.0 does not apply to this solicitation
10.0 QUOTATION SHEET

SCOPE: The University of Alabama is requesting sealed bids to establish a **Twelve (12) Month Standing Contract** beginning upon date of award for **Temporary Labor Personnel** for the University of Alabama Grounds Department, Athletic Grounds Department, Custodial Department and any other University Department to be used as needed as per attached general and technical specifications. The University of Alabama **does not guarantee** that any specific number of temporary labor personnel or specific number of man-hours will be used during the contract period.

Vendor is required to provide the appropriate number of temporary personnel requested by University Department’s. Vendor must have working knowledge of the University of Alabama. The University reserves the right to request temporary personnel from the vendor for after hours, weekends, holidays and for special events on campus as needed. It is the intent of the University of Alabama to award this contract to a primary vendor, but reserves the right to award to a secondary vendor in the event the primary vendor is not able to provide temporary personnel when requested. It is not known at the present time how often this service may be required by the University.

Please provide an answer to section 9.4 “Minority and Disadvantaged Businesses” here:

Yes__________  No__________

When does your company begin billing the hourly rate? Please check one:

Upon arrival at job site______________

Upon departure from and return to vendor ______________ MAXIMUM ONE (1) HOUR EACH WAY
The University of Alabama Guidelines and Orientation for Temporary Agency Personnel

Note: These guidelines primarily affect Temporary Custodial Personnel but any and all that apply may be extended to the Temporary General Laborers and Groundskeepers at the discretion of the hiring department supervisor.

Dress Code:

1. Temporary Staff working for the University of Alabama Custodial Services Department must wear work clothing that is appropriate for the workplace. The approved work clothing includes:
   a. Khaki full length pants and a plain white shirt with sleeves.
   b. Shirts should be plain and cannot display offensive or inappropriate imprints or language.
   c. Tapered shirt tails must be tucked in trousers. Straight hemmed shirts may be worn out as long as the shirt fits appropriately.
   d. Jeans are not permitted as part of the approved work clothing for the University of Alabama Custodial Services temporary staff.
   e. The University will issue a vest or apron which is to be worn over personal work clothing in lieu of a uniform. Staff are required to wear it daily.
   f. While working inside of a building only plain black jackets, black sweaters or other appropriate black colored outerwear may be worn as part of the approved work clothing.
   g. Shoes must have closed toes, closed heels and slip resistant soles.
   h. Temporary staff are required to wear the agency issued identification badge while on duty.
   i. Hats or caps may not be worn as part of the uniform for temporary agency staff while working inside a building.

2. Work clothing must be neat, clean, and in good condition.

3. The University of Alabama Custodial Services Supervisors and management team have the authority to determine if a temporary employee is in compliance with the Custodial Services Dress Code Policy.

4. Any temporary employee that reports to work not wearing the appropriate work clothing will be instructed to leave and return to work dressed appropriately. Staff will be in an unpaid status until they return to the job site.

5. The University of Alabama will not be responsible for damage to personal clothing.

**Photo I.D. Badges:** The Agency will provide photo I.D. badges/name tags for all temporary staff beginning with their first day of employment. Employees are required to wear the I.D. daily while at work.

**UA Vests and Aprons:** The University will provide a vest which is to be worn over personal clothing in lieu of a uniform. This vest must be returned to the University when the employment period ends.

**Personal Hygiene:** All temporary staff are expected to practice good personal hygiene. Staff must be clean, neat and not have any offensive body odor. Staff may not wear any strong perfume or aftershave.

**Attendance:** All staff are expected to report to work on time and on every date that they are scheduled.

**Break Times:** All staff are expected to observe and adhere to the authorized break times and break areas as explained to them by the University supervisors. The break times will vary depending on work, area and shift assignment.

**Use of Telephones/Computers:** Staff are not permitted to use any University computer or telephone unless they are given specific approval by their University Supervisor. The Custodial Services office will accept emergency messages; however the office is not to be used for personal messages.
**Personal Cell Phones:** Staff who bring personal cell phones to work are expected to use them only at authorized break times. The cell phones are to be turned off or kept on vibrate while in the work place. Any emergency or personal phone conversations should take place out of a public area.

**Professional Conduct:** All staff are expected to demonstrate acceptable conduct while on The University of Alabama campus. Loud talking, profanity, offensive language, offensive hand gestures, or any other disruptive behavior is unacceptable. All temporary staff are expected to follow the same guidelines and practices that the University has established for UA employees.

**Smoking:** All University buildings are smoke–free facilities. Smoking is only permitted during authorized break times. Smokers must maintain a distance of 30 feet from building entrances.

**Items in University Areas:** All items in any University location which staff are assigned to clean i.e. dorm rooms, classrooms, offices, must be left alone. Staff are not permitted to touch, handle, or move anything on desks, shelves, etc. This includes taking candy or gum from containers sitting in private offices.

**University Keys:** Keys may be issued to temporary staff in order for them to gain access to assigned work areas. The keys are not to be taken off the University campus for any reason. The keys will be issued daily to staff by their supervisor and must be returned to the supervisor before leaving campus. The keys are to remain in the possession of the person to whom they were issued at all times. They must not be given to or lent to anyone other that the supervisor. Failure to return the keys before leaving campus will result in a police report being filed along with the name of the person who had been issued the keys. Losing keys is a serious offense and will be handled as a breach of security.

**Time Cards:** Staff are required to sign-in and to sign-out as instructed by their supervisor. Failure to sign-in and /or out properly may result in no pay for that period of time.

**Parking Decals:** Agency management staff are responsible for obtaining UA parking decals for temporary staff. The University of Alabama Parking Services Department requires all vehicles parked on campus to have an appropriate decal.

**Visitors:** Visitors to University staff, including temporary staff, are not allowed in campus buildings. Visitors, who are on campus to pick up an employee at the end of their shift, should remain in their vehicle until the employee is off duty and ready to leave campus.

**OJI:** Temporary Agency management staff are responsible for handling and processing on the job injuries for their temporary staff. University supervisors and managers will immediately notify Agency management staff of any OJI occurrences for the Agency management staff to handle.

**Chemicals:** The nature of the cleaning tasks performed by the Custodial Services Department requires the use of standard cleaning chemicals. All staff, including temporary staff, are required to use the chemicals provided, in a safe and appropriate manner.

**Equipment:** All temporary staff will be required to use the standard cleaning equipment provided to the UA custodians for use in performing their assigned tasks.
ITEM 1: TEMPORARY CUSTODIAL PERSONNEL

Scope of Responsibilities and Minimum Requirements Attached Next Page

RATE FOR WEEKDAYS MONDAY – FRIDAY

- Specify Hours _________AM until _________PM

- PAY RATE $___________ Per Hour  BILL RATE $___________ Per Hour

RATE FOR WEEKENDS SATURDAY – SUNDAY

- Specify Hours _________AM until _________PM

- PAY RATE $___________ Per Hour  BILL RATE $___________ Per Hour

RATE FOR OVERTIME

- Specify Hours _________AM until _________PM

- PAY RATE $___________ Per Hour  BILL RATE $___________ Per Hour

RATE FOR HOLIDAYS

- Specify Hours _________AM until _________PM

- PAY RATE $___________ Per Hour  BILL RATE $___________ Per Hour
CUSTODIAN (HOUSEKEEPER)

**General Function:** Under direct supervision, performs manual custodial cleaning work in buildings and on immediate exterior areas. This will include standard cleaning tasks i.e. cleaning toilets, sinks, removing trash, vacuuming, sweeping, mopping floors but will also include all other custodial cleaning task as assigned.

**Class Requirements**

**Education Required:** Elementary education through completion of the ninth grade: demonstrated ability to read, write and follow oral and written instructions. Must be able to lift, handle and maneuver the tools, materials and supplies on the job. Must be able to climb stairs. May be required to submit a medical history statement from personal physician. High school degree or equivalent is preferred.

**Experience:** Previous custodial experience is preferred

**Knowledge/Skills/Abilities:** Ability to understand and follow directions. Must be able to understand and follow written instructions. Must be able to lift, handle and maneuver the tools, materials and supplies of the job (up to 25lbs). Must be able to climb stairs and ladders. Must be able to walk and/or stand for extended periods of time. Must be able to reach and lift arms above head. Must be able to kneel, bend or stoop.

**Medical Information:** No extreme allergies to dust, mold, mildew or basic cleaning chemicals related to completing the job.

**Work shifts to be covered as follows:** 7:00 AM to 3:30 PM; 4:00 AM to 12:30 PM and 3:30 PM to midnight, weekend days may be part of regular work week.
ITEM 2: TEMPORARY GENERAL LABORER/GROUNDSKEEPER

Minimum Requirements: Plain shirts with no offensive or inappropriate imprints or language. Shoes must have closed toes, closed heels and slip resistant soles. Ability to lift 50 pounds. Shorts and jeans WILL BE ALLOWED WITH THIS POSITION and hats may be worn. This position may be subject to additional requirements as listed above under Guidelines and Orientation or as deemed necessary by the hiring department supervisor.

Scope of Responsibilities: Duties to include but not limited to power washing, tent set up, window cleaning, carpet/floor cleaning, digging holes, installing sod, shoveling sand, trash pick up, raking, loading fertilizer and operate power equipment to included but not limited to backpack blowers and stringtrimmers.

RATE FOR WEEKDAYS MONDAY – FRIDAY

• Specify Hours __________AM until __________PM

  • PAY RATE $___________Per Hour   BILL RATE $___________Per Hour

RATE FOR WEEKENDS SATURDAY – SUNDAY

• Specify Hours __________AM until __________PM

  • PAY RATE $___________Per Hour   BILL RATE $___________Per Hour

RATE FOR OVERTIME

• Specify Hours __________AM until __________PM

  • PAY RATE $___________Per Hour   BILL RATE $___________Per Hour

RATE FOR HOLIDAYS

• Specify Hours __________AM until __________PM

  • PAY RATE $___________Per Hour   BILL RATE $___________Per Hour
DISCLOSURE STATEMENT

1. Contract/Purchase Order No. ___________________________________

2. Name of Contract/Grantee: ___________________________________
   Address: ___________________________________
   Telephone: ___________________________________
   Fax: ___________________________________

3. Nature of Contract/Grant: ______________________________________
   ______________________________________
   ______________________________________

4. Does the contractor/grantee have any relationships with any employee or
   official of the University, or a family member of such employee or official,
   that will enable such employee or official, or his/her family member, to
   benefit from this contract? If so, please state the names, relationships, and
   nature of the benefit.
   ______________________________________
   ______________________________________
   ______________________________________

(For employees of the University, family members include spouse and
dependents. For members of the Board of Trustees (officials), family members
include spouse, dependents, adult children and their spouses, parents, in-laws,
siblings and their spouses.)

This Disclosure Form will be available for public inspection upon request.

The above information is true and accurate, to the best of my knowledge.

___________________________________________
Signature of Authorized Agent of Contractor/Grantee

______________________________
Date: ____________________________

RETURN FORM TO: The University of Alabama
Purchasing Dept.
Box 870130
Tuscaloosa, AL 35487-0130
Ph: (205) 348-5230
Fax: (205) 348-8706
www.purchasing.ua.edu