ADDENDUM

January 30, 2009

TO:      ALL VENDORS
FROM:    Robin Schmitt, Senior Buyer
RE:      University of Alabama Bid # T051414

Please note the following additions to the Minimum Requirements and the Criteria changes used to quote the job based on the on-site visit Thursday January 29, 2009. All other terms, conditions and requirements remain the same and information must be submitted at time of bid.

• One (1) Male and one (1) Female employee must be present at all times.
• Bathrooms need to be checked (cleaned & stocked) during each inning and a signature sheet will be required for inspection verification. This will need to be turned in for every game.
• Includes dug out bathrooms.
• Four (4) hours prior to the first pitch ALL bathrooms need to be 100% ready.
• The University of Alabama will supply the following: Toilet paper, Hand towels, Soap, and Trash bags. Vendor is responsible for everything else.
• One (1) hour prior to the gates opening ALL SEATS MUST BE WIPED OFF.
• All spills must be cleaned up entirely.
• The baseball and softball stadiums must be cleaned and ready for use one (1) hour prior to the gates opening.
• Upon inspection, if the conditions of the baseball and softball stadiums are not acceptable a monetary penalty will be assessed in the amount of actual labor charges incurred by the University of Alabama.
• Field lights will remain on for two (2) hours after the game.
• Disregard the quote for the initial clean section on the bid.

Minimum Requirements:
• Work will be performed in a professional and efficient manner.
• All workers will arrive on time according to agreed upon schedule.
• Pick up trash and sweep all seating areas and dugouts inside the stadium.
• Pick up trash and sweep outside of stadium inside the gate area.
• Clean and mop all restrooms.
• Mop all areas that have food or drink spills (includes spot cleaning).
• Place all trash in heavy duty plastic trash bags (will be provided).
• Carry all trash bags outside of the stadium to a specified location.
• Successful vendor will be responsible for supplies needed such as chemicals, mops, brooms, etc for this contract.
• University Representative will inspect the arena upon completion of each cleaning. Approval for payment will be made upon acceptance of each cleaning performance.
• University will supply a schedule of events to the successful vendor.
NOTE: New quote criteria must be submitted – award will be to total lowest bidder of the average of the 5 quotes.

<table>
<thead>
<tr>
<th>Thomas Sewell Baseball Stadium</th>
<th>Attendance less than 2000</th>
<th>Attendance 2001-4000</th>
<th>Attendance more than 4001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Softball Stadium</td>
<td>Attendance less than 1000</td>
<td>Attendance more than 1001</td>
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</table>

All bids must be submitted in a sealed envelope with the bid number clearly visible on the OUTSIDE of the envelope. The University of Alabama Purchasing Office, 801 University Blvd. Room 355 Rose Administration Building, Tuscaloosa, AL 35487, no later than 2:00 P.M. Thursday February 5, 2009. At that time the respondents to this request will be identified and proposals will be publicly opened and read aloud. No responsibility will be attached to any person for premature opening of a quotation not properly identified.
REQUEST FOR PRICE QUOTATION

Bid Number: T051414      Date of Request: 01/22/09      Date of Opening: 02/05/09

Any questions regarding this RFQ should be directed to: Robin Schmitt, rschmitt@fa.ua.edu, 205-348-5385

Please furnish your quotation for the items specified on the attached sheet for shipment to THE UNIVERSITY OF ALABAMA, FOB TUSCALOOSA, AL 35487, VIA THE BEST WAY. To receive consideration, this inquiry with the completed quotation sheet(s) must be signed and returned no later than 2:00 p.m., CST, on the date indicated above. The University reserves the right to award this contract in whole, in part, or to reject any and all quotations. THE UNIVERSITY OF ALABAMA IS AN INSTRUMENTALITY OF THE STATE AND IS FEDERAL, STATE, AND LOCAL TAX EXEMPT.

SPECIAL NOTICE:
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 so stated on the bid response sheets or The University of Alabama 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.

The furnishing of materials, supplies, equipment, or services to The University of Alabama under this purchase order, contract, solicitation for bids, or construction specifications constitutes assurance by the vendor or contractor of his compliance with applicable provisions of and pertinent regulations promulgated under Executive Order 11246, issued by the President of the United States of America, and Public Law 88-352, 88th Congress the “Civil Rights Act of 1964”.

The University of Alabama prohibits the installation of asbestos on its campus. Suppliers and contractors will not supply any equipment, material, or supplies, which contain asbestos.

All bids are kept on file within the Purchasing Department for your review.

***IMPORTANT***
ALL BIDS MUST BE SIGNED AND RETURNED IN A SEALED ENVELOPE WITH THE BID NUMBER AND OPENING DATE NOTED ON THE FRONT. FORWARD ALL BIDS TO THE ADDRESS INDICATED BELOW.

ALL BIDS MUST BE PHYSICALLY RECEIVED IN THE PURCHASING DEPARTMENT, ROOM 355 ROSE ADMINISTRATION BUILDING, TUSCALOOSA, ALABAMA PRIOR TO 2:00 PM, CST, ON THE DAY OF THE BID OPENING. NO VERBAL BIDS OR FAXED BIDS WILL BE ACCEPTED.

Note: Responses should be mailed to: Purchasing Manager
The University of Alabama
Purchasing Dept.
355 Rose Administration Bldg.
Box 870130
Tuscaloosa, AL 35487

If we receive the University’s purchase order, we agree to furnish the items and/or services listed hereon at the prices and under the conditions indicated.

VENDOR NAME      DATE
MAILING ADDRESS
CITY, STATE, ZIP
AUTHORIZED SIGNATURE
TYPED/PRINTED NAME OF SIGNOR      TITLE
TELEPHONE      FAX

Tuscaloosa, AL 35487
SPECIAL NOTICE TO INTERESTED BIDDERS

The University of Alabama, Tuscaloosa Campus, is seeking price quotations for Custodial Service for The University of Alabama Sewell-Thomas Baseball Stadium and The University of Alabama Women’s Softball Stadium.

Prior to and as a condition to submitting a bid, all prospective bidders MUST personally participate in a pre-bid conference and on-site inspection of the locations to acquaint the bidders with the facilities. All vendors desiring to submit proposals in response to this Request for Quotation are required to attend these on-site visits. The on-site visits will be held on Thursday, January 29, 2009 beginning at 9:30 a.m. at the main gate of Sewell-Thomas Stadium then proceeding to the Women’s Softball Stadium. No bids will be accepted from any vendor who does not attend the on-site inspections. All interested bidders are asked to refrain from asking questions prior to the on-site inspection. Please compile your questions as you review the bid document and present them during the question phase of the pre-bid conference and on-site inspection. Please notify by email Robin Schmitt, rschmitt@fa.ua.edu in The University of Alabama Purchasing Department no later than 12:00 noon on Wednesday, January 28, 2009 with the names of the individuals who will be attending the on-site visits.

Bids will be accepted until 2:00 p.m. on February 5, 2009 in the Purchasing Department, 355 Rose Administration Building, Tuscaloosa AL 35487, to be opened immediately thereafter in the office of the Purchasing Department. You must provide one (1) signed and executed original of the Bid and one (1) additional exact copy with all attachments, quote sheets, etc.

The Purchasing Department reserves the right to reject any and all bids, to waive any and all informality or irregularity, to negotiate with any qualified bidder(s), and to accept or reject all or any part of any bid that is deemed to be in the best interest of The University of Alabama.

UNIVERSITY OF ALABAMA CONTACT PERSON

Robin Schmitt  
Purchasing Department, Room 355 Rose Administration  
Box 870130  
Tuscaloosa AL 35487  
Ph: 205.348.5385, Fax: 205.348.8706, e-mail: rschmitt@fa.ua.edu
SECTION I: BID SUBMITTAL

1.00 ALL BID RESPONSES, PRICE LISTS 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) IN ORDER TO BE CONSIDERED IN THE BID EVALUATION AND AWARD.

1.01 The issuance of a Purchase Order is required to constitute a contract between the vendor and The University of Alabama, which shall bind the vendor to the prices, terms and conditions quoted and in accordance with the specifications of the Request for Quotation as well as the terms and conditions of the Purchase Order. Cleaning services shall not begin without the issuance of a Purchase Order.

1.02 All bids must be submitted in a sealed envelope with the bid number clearly visible on the OUTSIDE of the envelope. No responsibility will be attached to any person for premature opening of a quotation that is not properly identified.

1.03 No call-in, emailed or faxed bids will be accepted. Bids by overnight delivery should be sent direct to The University of Alabama, Purchasing Department, 810 University Boulevard, Room 355 Rose Administration Building, Tuscaloosa AL 35487.

1.04 Bid form must have the vendor’s original signature to be valid. Failure to sign the bid may eliminate the bid from consideration.

1.05 Any questions concerning this bid should be directed to Ms. Robin Schmitt, Senior Buyer, The University of Alabama Purchasing Department, 801 University Blvd., Room 355 Rose Administration Building, Tuscaloosa, Alabama 35487-0130, (205) 348-5385, Fax (205) 348-8706, e-mail: rschmitt@fa.ua.edu.

1.06 No department, school or office at the University has the authority to solicit or receive official proposals other than the Purchasing Department. All solicitation is performed under the direct supervision of the Purchasing Managers and in complete accordance with the State of Alabama Bid Law and University policies and procedures.

WITHDRAWAL, ACCEPTANCE, AND OPENING OF BIDS

1.07 Prior to the time fixed for opening, bids may be withdrawn by submitting written or faxed requests. Requests for withdrawals must be received prior to the time fixed for opening. After the official bid opening, no bid may be withdrawn without approval from The University of Alabama Purchasing Department. Any request for withdrawal must be submitted in writing to the Purchasing Department within ten (10) days after opening date. If approved, the vendor will be required to withdraw the entire bid. More than two (2) such requests could result in removal from the University’s approved vendor list. No bid may be withdrawn after awards have been made. You will be required to provide the items quoted at the prices quoted.

1.08 The University of Alabama reserves the right to reject any or all bids and any part or parts of any bid and also the right to waive any informality in the bid award. Any bid which is incomplete, conditional, obscure, or which contains additional information not called for, or irregularities of any kind, may be cause for rejection of the entire bid response.

1.09 Bids will be opened publicly at the time and place stated in the advertisement for bids. The officer whose duty it is to open them will decide when the specified time has arrived and no bid received thereafter will be considered. No responsibility will be attached to any officer for the premature opening of a bid not properly addressed and identified with The University of Alabama bid number and due date on the outside of the envelope. At the time fixed for opening of bids, their contents will be made public for the information of bidders and others properly interested who may be present either in person or by a representative.
1.10 **BID RESULTS** Due to the volume of bid requests issued by The University of Alabama Purchasing Department, vendors are to use the following procedures when requesting bid results: Bid results will **not** be available to vendors during the bid evaluation process; bid results are only available **after** an award is made. All requests for bid results must be faxed to the Purchasing Department at (205) 348-8706. Bid results will be provided in summary form **only** by email or fax. Please include your email address or fax number in your request. Vendors requiring detailed bid results should contact the Purchasing Department to make an appointment to review bid responses. Please allow a minimum of two weeks to receive a response to a request for bid results. Bid results will not be mailed or faxed to vendors.

1.11 **CONSIDERATION OF BIDS.** The University of Alabama may award a contract based on initial bid responses received without discussion of such bids. Accordingly, each initial bid response should be submitted with the most favorable price and service available.

1.12 **ORAL PRESENTATION.** An oral presentation by a supplier to supplement a bid may be required. These presentations will be scheduled, if required, by the University Purchasing Department subsequent to the receipt of bids and prior to the award of the contract. Each proposer will, upon request by the University Purchasing Department, be prepared to give an oral presentation that includes a detailed analysis of how each of the requirements described in this RFP will be addressed.

1.13 **AWARD OF THE CONTRACT.** The Purchasing Department of the University is the only agency authorized to award a contract for the proposed purchases. All pertinent State of Alabama purchasing codes and University policies and procedures apply.

1.14 **AWARD OF SUBCONTRACTS.** For each subcontract, if any, which the supplier proposes to award, the supplier shall specify in writing the proposed subcontractor’s name and address, and the purpose of the contract. Any supplier proposing subcontracts as a part of a bid must explicitly state so its bid response, and must include the above stated information for each subcontract. Approval by the University Purchasing Department is required prior to the awarding of any subcontracts. Any Subcontractor shall be required to provide evidence to the University of the same insurance provisions and coverage as described herein and any other qualifying information requested.

1.15 **ASSIGNMENT.** Supplier shall not assign the order, subcontract it, or sublet it as a whole without the prior written consent of the University. Assignment, subcontracting, or subletting such consent shall in no way relieve the supplier of any of its obligations under this order.

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

1.17 **REMEDIES:** The laws of the State of Alabama shall apply in all disputes arising out of this Request for Quotation.

**INVOICING AND PAYMENTS**

1.18 The University of Alabama is exempt from State sales and use taxes and Federal excise taxes, and no provisions for such taxes should be included in your bid response. Tax exempt documentation will be provided upon request. The University of Alabama is a tax exempt institution, granted such status by authorizing taxing units of the State of Alabama, and Federal Excise Tax.

1.19 Quote payment terms that the University of Alabama should follow, even if you are not offering a cash discount. Failure to quote payment terms on the attached quotation sheet(s) may result in the University assuming payment terms of Net 30 days.

1.20 Indicate any prompt payment discount being offered on the quotation sheet included with this bid package. The University cannot consider a prompt payment discount of less than twenty (20) days in determining the lowest responsible bidder in the bid award. Any prompt payment discount quoted on the bid response must be applied to any Purchase Order issued. The discount must be applied to Purchasing Card orders at the time the transaction is charged.
Payment for all services ordered will be made after those services have been performed successfully as determined by The University of Alabama. No down payment will be made with order.

The successful bidder under the specifications required in this bid request shall furnish at its own expense all equipment, labor, tools, supplies, transportation and other expenses necessary to fully perform the required services specified herein.

Itemized invoice(s) including the correct purchase order number and showing net pricing for each order issued must be submitted to the University of Alabama for Payment to be made. Statements will not substitute as an invoice.

Itemized invoice(s) must include the following information: Names of workers for each cleaning, hours worked for each cleaning; example: Date: 03/31/09 Time: 9:00 pm – 12:00 am.

Please indicate any cash discount payment terms being offered. The University cannot consider any cash discount of less than twenty (20) days in determining the lowest responsible bidder in the bid award. Please quote any payment term discount on the quotation sheet included with this bid package.

Any firm providing cleaning services resulting from this request shall perform the work as an independent contractor and agrees that The University of Alabama is to be free from all liabilities and damages resulting from or arising out of the contractor’s performance or activities herein and the contractor will indemnify and hold harmless The University of Alabama, its agents and employees from all such liabilities and damages. The University of Alabama assumes no liability, obligation, or responsibility of any nature whatsoever in connection with this contract except for payment of price or consideration as stated or referred to herein.

The price for this service shall be shown on the bid quotation sheet included herein and shall be firm and fixed for the duration of the contract.

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.

BID AWARD

It is the intent of the University to award this contract to a single vendor who is deemed to be the most qualified, cost-effective, responsible supplier submitting the best overall proposal based on an evaluation of all qualified bid responses. The University will also select a secondary vendor for situations where the primary vendor cannot meet the required cleaning schedule. The award to the secondary vendor will be evaluated the same as that of the primary vendor.

The criteria to be used to evaluate bids, listed in their relative order of importance, are as follows:

a. Experience and past performance of supplier as determined by supplier background information and references.
b. Ability to meet specifications as described herein.
c. Responses to questions found herein.
d. Cost proposal.
e. Oral presentation, if required by the University.

The University reserves the right to reject any and all quotations and to waive any informality in the bid award. Any award made based on responses to this Request for Price Quotation is contingent upon available funding.
CONTRACT TERMINATION

1.32 A purchase order or contract awarded as a result of this Request for Price Quotation may be cancelled for cause, including, but not limited to the following: (1) failure to deliver within the terms of the contract; (2) failure of the product of service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by vendor; (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of the State of Alabama or federal law; and (6) any other breach of contract. The University of Alabama reserves the right to cancel this contract with or without cause with a thirty (30) day written notice.

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

TERMS OF AGREEMENT

1.34 Pricing for this contract must be firm for an initial twelve-month (12) period upon date of award. However, upon mutual agreement between the successful vendor and The University of Alabama, this contract may be renewed up to four (4) additional (12) twelve-month periods with a negotiable price increase in years two (2) through five (5) to meet the challenge of providing pricing for long periods of time. The University of Alabama will consider price adjustment clauses necessary to assure the most aggressive pricing structure. Adjustments can be made no more than once per year. The successful vendor should furnish a written request to renew the contract including any price adjustment clauses, to The University of Alabama sixty (60) days before the expiration date of the bid.

1.35 The University of Alabama reserves the right to terminate the contract award from this bid without penalty at any time should the vendor fail to carry out the requirements described within the specifications of this request for price quotation or should the University determine that such termination is in its best interest.

1.36 The contractor shall not sell, transfer, assign, or otherwise dispose of the contract to any third party. The contractor shall not assign, by power of attorney, or otherwise, any of the money which is to become due and payable under this contract.

LEGAL REQUIREMENTS

1.37 The successful vendor, at its sole cost and expense, shall assume all liability for and agrees to indemnify and hold harmless The University of Alabama, its officers, employees, and agents, from and against any and all claims by or on behalf of any person, firm, corporation, or governmental authority arising out of, attributable to, or in connection with any services, activities, operations, or obligations provided for, undertaken, delivered, performed, or otherwise conducted pursuant to or in accordance with this RFP, vendor's response thereto, and/or any subsequent agreement including, without limitation, any and all claims for injury or death to persons or damage to property. Vendor also covenants and agrees, at its sole cost, to save harmless the University and the University’s trustees, officers, employees, and agents from and against all costs, counsel fees, expense and liabilities incurred in connection with any such claim and any action brought thereon, and in case any action or proceeding is brought against the University or any of its trustees, officers, employees, or agents, by reason of such claim, vendor upon notice from the University will resist and defend such action or proceeding by qualified counsel.

1.38 The successful vendor shall not sell, transfer, assign or otherwise dispose of the contract or any of Vendor/Contractor’s duties thereunder to any third party. The contractor shall not assign, by power of attorney, or otherwise, any of the money which is to become due and payable under this contract. Failure to comply with this requirement may result in the cancellation of the contract.
Vendor (bidder) acknowledges and agrees that The University of Alabama owns the rights to its name and its other names, symbols, designs, and colors, including without limitation, the trademarks, service marks, designs, team names, nicknames, abbreviations, city/state names in the appropriate context, slogans, logo graphics, mascots, seals and other symbols associated with or referring to the University that are adopted and used or approved for use by the University (collectively the “Indicia”), and that each of the Indicia is valid. Vendor (bidder) shall not have any right to use any of the Indicia or any similar mark as, or as part of, a trademark, service mark, trade name, fictitious name, domain name, company or corporate name, a commercial or business activity, or advertising or endorsements anywhere in the world without the prior express written consent of the University. Any domain name, trademark or service mark registration obtained or applied for that contains the Indicia or any similar mark upon request shall be assigned or transferred to the University without compensation.

The successful vendor guarantees that if any health-related information is obtained by any method or manner of delivery and in any form or medium, this information will not be shared with other persons causing a violation of the individual’s privacy. The successful vendor further agrees that the University is authorized to terminate this contract without penalty or liability to the successful vendor if the University, in its sole discretion, reasonably suspects that the successful vendor has violated this requirement. If the successful vendor is required to access, use, or disclose individually identifiable health information from any HIPAA-covered department within the University in order to perform the agreed upon services under the contract with the University, then the successful vendor agrees to sign a Business Associate Agreement that complies fully with the HIPAA Privacy Regulations. A copy of the standard Business Associate Agreement is available upon request.

To the extent the contract which may be awarded by this RFQ will allow the successful vendor to have access to customer information, as that term is defined in 16 C.F.R. §314.2(b), which is required to be protected under the Gramm-Leach-Bliley Act (15 U.S.C. §6801-6809) as well as credit card information received in the course of business by the University, then the successful vendor agrees to comply with and adhere to the terms and provisions described in Addendum “A” to this RFQ which shall form a material part of the awarded contract.

DISCLOSURE STATEMENT

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 their households is an employee of The University of Alabama, this information must be included in your bid response. Failure to disclose this information in your response may result in the elimination of your bid from evaluation.

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 their households is an employee of The University of Alabama; and you or your firm is awarded a contract as a result of this bid request, 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.

By accepting payments agreed to in any purchase order resulting from this bid, Vendor 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.

SAFEGUARDING OBLIGATIONS ADDENDUM A:

To comply with the requirements of the Safeguarding Rules of the Gramm-Leach-Bliley Act (“GLB”) dealing with the confidentiality of customer information, Vendor agrees that the terms of this Addendum “A” are incorporated into and are a material part of the Agreement between Vendor and the University.

Definitions:

Customer Information, as defined in 16 CFR §314.2(b), required to be protected under the Gramm Leach Bliley Act (GLB), includes Student Financial Information (defined below) as well as any credit card information received in the course of business by the University, whether or not such credit card information is covered by GLB. Customer Information includes both paper and electronic records.
b. Student Financial Information is that information that the University has obtained from a customer in the process of offering a financial product or service, or such information provided to the University by another financial institution. Offering a financial product or service includes offering student loans to students, receiving income tax information from a student’s parent when offering a financial aid package, and other miscellaneous financial services as defined in 12 C.F.R. § 225.28. Examples of student financial information include addresses, telephone numbers, bank and credit card account numbers, income and credit histories, and Social Security numbers, in both paper and electronic format.

Acknowledgment of Access to Customer Information: Vendor acknowledges that the Agreement allows the Vendor access to Customer Information. Specifically, access to the following categories of Customer Information is anticipated under the Agreement: names, e-mail and mailing address, bank and credit card account numbers, payment information, and sales information.

Prohibition on Unauthorized Use or Disclosure of Customer Information: Vendor agrees to hold the Customer Information in strict confidence. Vendor shall not use or disclose Customer Information received from or on behalf of the University except as permitted or required by the Agreement or this addendum, as required by law, or as otherwise authorized in writing by the University.

Safeguard Standard: Vendor agrees that it will protect the Customer Information it receives from or on behalf of the University according to commercially acceptable standards and no less rigorously than it protects its own confidential information.

Return or Destruction of Customer Information: Upon termination, cancellation, expiration or other conclusion of the Agreement, Vendor shall:

Return to the University or, if return is not feasible, destroy all Customer Information in whatever form or medium that Vendor received from or created on behalf of the University. This provision shall also apply to all Customer Information that is in the possession of subcontractors or agents of Vendor. In such case, Vendor shall retain no copies of such information, including any compilations derived from and allowing identification of Customer Information. Vendor shall complete such return or destruction as promptly as possible, but not less than thirty (30) days after the effective date of the conclusion of this Agreement. Within such thirty (30) day period, Vendor shall certify in writing to the University that such return or destruction has been completed.

If Vendor believes that the return or destruction of Customer Information is not feasible, Vendor shall provide written notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction is not feasible, Vendor shall extend the protections of this Addendum to Customer Information received from or created on behalf of the University, and limit further uses and disclosures of such Customer Information, for so long as Vendor maintains the Customer Information.

Term and Termination: This Addendum “A” shall take effect upon execution of the Agreement by the University.

In addition to the rights of the parties established by the underlying Agreement, if the University reasonably determines in good faith that Vendor has materially breached any of its obligations under this Addendum “A”, the University, in its sole discretion, shall have the right to: (i) exercise any of its rights to reports, access and inspection under this Addendum “A”, and/or (ii) require Vendor to submit to a plan of monitoring and reporting, as the University may determine necessary to maintain compliance with this Addendum “A”, and/or (iii) provide Vendor with a fifteen (15) day period to cure the breach, and/or (iv) terminate the Agreement immediately if Vendor has breached a material term of this Addendum “A” and cure is not possible.

Subcontractor and Agents: If Vendor provides any Customer Information which was received from, or created for, the University to a subcontractor or agent, the Vendor shall require such subcontractor or agent to agree to the same restrictions and conditions as are imposed on Vendor by this Addendum “A”.

Maintenance of the Security of Electronic Information: Vendor shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted Customer Information received from, or on behalf of, the University.

Reporting of Unauthorized Disclosures or Misuse of Customer Information: Vendor shall report to University any use or disclosure of Customer Information not authorized by this Addendum “A” or in writing by the University. Vendor shall make the report to the University not less than one (1) business day after Vendor learns of such use or disclosure. Vendor’s report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the Customer
Information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Vendor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Vendor has taken or shall take to prevent future similar unauthorized use or disclosure. Vendor shall provide such other information, including a written report, as reasonably requested by the University.

**Indemnity.** Vendor shall defend and hold the University harmless from all claims, liabilities, damages, or judgments involving a third party, including the University’s costs and attorney fees, which arise as a result of Vendor’s failure to meet any of its obligations under this Addendum.

**Survival:** The respective rights and obligations of Vendor under Section 5 above shall survive the termination of the Agreement.

**CERTIFICATION PURSUANT TO ACT NO. 2006-557**

1.46 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 a bid in response to this Request for Price Quotation, 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.

**SECTION 2:**

**GENERAL REQUIREMENTS FOR CUSTODIAL SERVICE**

2.01 The University of Alabama requests sealed bids to establish a contract for custodial service for The University of Alabama Baseball and Softball Stadiums as specified herein for the initial period of February 13, 2009 through February 12, 2010 with an option to renew for two additional one year periods at the same cost and under the same terms and conditions. Please read all specifications carefully and respond accordingly. Failure to do so could possibly eliminate your bid from consideration due to non-compliance. The specifications and administrative requirements outlined herein are intended to serve only as a general guideline for each bid response. *Each interested bidder is expected to submit a fully detailed response which adequately describes the advantages and benefits which the University would realize by acceptance of its proposal.*

2.02 The University intends to award a contract to the most qualified, cost-effective, responsible bidder who submits the best overall proposal based on an evaluation of all qualified proposals. Therefore, each bid response must enable The University of Alabama to meet the following objectives:

- Provide the highest level of service based on industry standards
- Support the program transition
- Provide a simple and efficient pricing structure
- Provide performance reporting
- Provide an open communication channel with University of Alabama contact person

In return, the University will make a commitment to:

- Develop an effective, long-term working relationship
- Provide regular feedback on service performance
- Actively work with the selected supplier to review requirements and specifications
- Provide accurate information concerning anticipated needs

The criteria to be used to evaluate proposals, listed in their relative order of importance, are as follows:

- Experience and past performance of the supplier for similar service programs as determined by supplier background information and references.
- Ability to meet specifications as described herein.
- Responses to questions found herein.
- Cost proposal.
- Oral presentation, if requested.
MANDATORY ON-SITE INSPECTION OF PREMISES

2.03 Prior to and as a condition to submitting a bid, all prospective bidders MUST personally participate in a pre-bid conference and on-site inspection of the locations to acquaint the bidders with the facilities. All vendors desiring to submit proposals in response to this Request for Quotation are required to attend these on-site visits. The on-site visits will be held on Thursday, January 29, 2009 beginning at 9:30 a.m. at the main gate of Sewell-Thomas Stadium then proceeding to the Women’s Softball Stadium. No bids will be accepted from any vendor who does not attend the on-site inspections. All interested bidders are asked to refrain from asking questions prior to the on-site inspection. Please compile your questions as you review the bid document and present them during the question phase of the pre-bid conference and on-site inspection. Please notify by email Robin Schmitt, rschmitt@fa.ua.edu in The University of Alabama Purchasing Department no later than 12:00 noon on Wednesday, January 28, 2009 with the names of the individuals who will be attending the on-site visits.

PERFORMANCE BOND

2.04 The vendor must have been regularly engaged in the business of cleaning services for a period of two (2) years. 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 vendor default for any reason. Failure to comply with this requirement will eliminate your quotation from consideration.

2.05 All vendors are required to quote a separate cost for a performance/payment bond. The University will determine if this bond will be required from the successful vendor. Vendors that are required to furnish a performance bond must do so in the amount of 100% of the contract price to guarantee that the performance of the contract will be properly secured. Each vendor required to furnish a bond shall submit a letter from a bonding agent licensed to do business in the State of Alabama stating that if the bidder is the successful vendor, 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 by 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 vendor. Failure to provide the bond letter or bond will eliminate your quotation from consideration in the award.

2.06 The University reserves the right to cancel contracts for recurring non-compliance with the bid requirements, or unsatisfactory quality of workers provided, repeated invoicing problems, or other problems.

2.07 The successful bidder agrees that it shall be responsible for the proper custody and care of any property furnished it for use in connection with the performance of this contract or purchased by it for this contract and will reimburse The University of Alabama for loss of damage of such property. The successful bidder will be responsible for repair or replacing any damage incurred to the interior or exterior of University property when such damage is inflicted by the successful bidder or their employees.

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

2.08 The non-discriminatory clause contained in Section 202 Executive Order 11246, as amended by Executive order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

2.09 The University of Alabama is an Equal Opportunity, Affirmative Action employer. Successful bidders 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. Bidder shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
BIDDER’S FACILITIES

2.10 The successful bidder shall have a complete service organization located within one hundred miles of The University of Alabama. Upon request by the University, these facilities will be made available for authorized University personnel to inspect. The service organization shall be capable of performing any type of service necessary to properly maintain the named locations of The University of Alabama. A list to include names of personnel directly employed and supervised by the bidder whose responsibility will be to perform custodial service as a result of this bid request shall be included with your bid response.

ACCESS TO FACILITIES AND OBSERVANCE OF UNIVERSITY RULES AND REGULATIONS

2.11 Successful vendor’s employees shall have reasonable access to use only those named facilities of the University of Alabama that are necessary to perform services under this contract and shall have no right of access to any other facilities. Contract vendor agrees that at all times its service employees will observe and comply with all regulations of the facilities, including but not limited to smoking rules, parking and security regulations.

PERFORMANCE CONFERENCES AND REPORTS

2.12 At the end of each ninety (90) day period the Contractor shall meet with the University’s representative to review performance.

UNIFORMS

2.13 All cleaning service personnel are required to wear a company photo identification name tag. The successful bidder's employees must have an overall clean/neat appearance, uniform shirt including company name and the PICTURE ID name tag must be worn at all times.

BID SUBMITTAL

2.14 This Request for Quotation specifies the conditions that must be met to qualify as the cleaning service for The University of Alabama. 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. 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. Any or all written responses, written addenda to the original bidder proposal, brochures provided as part of the bidder’s response, letters, telegrams, etc. will become part of the final contract. Comments, figures and exhibits are encouraged but they may not substitute for completing the agency questionnaire.

POST-BID QUALIFYING

2.15 In order to assure that the specifications can be met, a post-bid qualifying meeting shall be held with the selected bidder. The Purchasing Department will arrange this meeting. Items that shall be thoroughly discussed and agreed upon are:

a. The bidder's qualifications and ability to fulfill the bid requirements.

b. The schedule to be adhered to in the custodial service program.

c. The qualifications of the staff that are to be used by the contractor and their proposed supervision.

d. Proof that the bidder has and does successfully service facilities equal to or larger than the areas specified herein. The University will consult with the references submitted with the bidder’s response.
The following insurance requirements are the minimum acceptable coverage for the work to be performed as the result of the bid. Prior to completing this bid response, it is the vendor’s responsibility to verify compliance of their company’s insurance coverage with the following requirements. If the vendor submitting the bid does not carry the following insurance; it is the vendor’s responsibility to obtain pricing to meet these requirements prior to submitting the bid response.

The vendor shall bear the full and complete responsibility for all risk of damage or loss of equipment, products, or money resulting from any cause whatsoever and shall not penalize the University for any losses incurred in association with this agreement. The vendor shall maintain, during the life of this contract, the following minimum insurance requirements:

<table>
<thead>
<tr>
<th>TYPES OF INSURANCE</th>
<th>BASIC INSURANCE POLICY MINIMUM LIMITS OF LIABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker's Compensation (Coverage A)</td>
<td>Statutory – Alabama (or state of residence)</td>
</tr>
<tr>
<td>Employers Liability (Coverage B) – Per Occurrence</td>
<td>$500,000</td>
</tr>
<tr>
<td>Commercial General Liability:</td>
<td></td>
</tr>
<tr>
<td>Each Occurrence – Premise/Operation</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Personal and Advertising Injury</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Products/Completed Operations Limit</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Fire Damage Liability</td>
<td>$100,000</td>
</tr>
<tr>
<td>Commercial Business Automobile Liability</td>
<td>$1,000,000 - combined single limit</td>
</tr>
<tr>
<td></td>
<td>Must include hired and non-owned liability</td>
</tr>
</tbody>
</table>

These limits may be accomplished through a combination of primary and excess/umbrella liability policies written on a follow form basis.

An original certificate of insurance from your insurance agent/the successful vendor must be provided to the University Purchasing Department as follows:

a. The policies must be issued by an insurance company licensed to do business in the State of Alabama carrying an AM Best’s rating of A- or better, and the certificate must be signed by an authorized agent.

b. The vendor shall provide the University Purchasing Department with a certificate of insurance listing the required types of insurance and minimum liabilities specified above. The general and excess/umbrella liability must extend additional insured provisions and must include the following language on the certificate of insurance:

   The Board of Trustees of the University of Alabama, its individual trustees, officers, directors, employees, agents and representatives are included as an additional insured as respect to the Commercial General Liability & Excess/Umbrella policy. Unless precluded by law, all policies waive the right to recovery or subrogation against the Board of Trustees of the University of Alabama, its individual trustees, officers, directors, employees, agents and representatives.

c. The certificate holder will be: The University of Alabama, c/o Purchasing Dept., 355 Rose Administration Building, P.O. Box 870130, Tuscaloosa, AL 35487-0130, ATTN: Robin Schmitt. A fax copy of the certificate may be sent for a verbal purchase order, but the original certificate of insurance must be received by the University prior to the purchase order being mailed to the vendor or payment being made.

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

e. The University reserves the right to terminate this contract, if the vendor fails to keep these policies in force for the above amounts or for the duration of the contract period.
f. 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.

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

SECTION 3:

BIDDER PROFILE

3.1 Provide the following corporate information:

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

3.2 Furnish a list of 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. Do Not use The University of Alabama as a reference.

SERVICE LEVEL REQUIREMENTS AND CONDITIONS:

3.3 In order to be selected as a cleaning agency for The University of Alabama, the following service level requirements and conditions must be met:

A. Must have been in the cleaning service business for a minimum of two (2) years.
B. Must provide proof of bonding and insurance for the cleaning employees.
C. Must provide initial screening and validated testing of personnel and provide results if requested.
D. Must allow University departments to interview the employees, if requested, prior to or upon arrival at the worksite to determine his/her qualifications for the requested position.
E. Must have facilities for skill improvement.
F. Must have one individual, with one alternate, assigned specifically for personal contact and selection of cleaning services personnel for The University of Alabama as described herein. These individuals must be able to work in conjunction with the University of Alabama to assess the cleaning needs. In addition, these individuals must be able to confirm that the work has been completed and provide verification of employee’s arrival and client satisfaction.
G. Shall submit a quote with the lowest possible rates for the University’s use.
H. Shall not charge The University of Alabama or cleaning service employee any placement fees if the employee is hired for a full-time position with the University through the University selection process.
I. 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.
J. Will assume all responsibility for employment administration for 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 worker’s compensation and liability coverage.
AGENCY QUESTIONNAIRE

3.4 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.

General

A1. How long has your company been in business? ______________________
   How many offices does your company operate and for what length of time have they been in operation?
   Identify the office that will serve the University. ________________________

A2. Name of individual(s) directly responsible for the University's account should you be awarded a contract.
   Primary Contact: _________________________ and _______________________; ______________________  
   (NAME)   (PHONE NUMBER)   (CELL NUMBER)
   Secondary Contact: _______________________ and ______________________; ______________________  
   (NAME)           (PHONE NUMBER) (CELL NUMBER)

A3. Explain insurance and bonding program and provide copies of each.________________________
   ________________________________________________________________________________

A4. List membership in any professional organizations to which your firm belongs? _________________
   __________________________________________________________________________________

Recruiting

B1. How does your company recruit qualified workers? Please supply an example of your recruitment advertisement with your bid response.

B2. What criteria are used in selecting your employees?

B3. Does your company conduct reference checks on your prospective employees? If so, how many references are checked? Do you verify employment history, if so, how?

B4. How thorough is the skills assessment process? 
   Are the prospective employees asked to demonstrate all skills that are claimed?  
   How are the skill measurements validated?

B5. Does your company provide customized recruitment testing?

B6. Does your company have a review program to ensure that employees have a service-oriented focus?

Training

C1. What programs does your company have in place to train employees with new skills?  
   What programs does your company have in place to upgrade the skills of its employees?

Benefits

D1. Does your company provide benefits to your employees? If so, please list them.

Placement/Performance

Complaints and Problem Resolution:

E1. What is the procedure when the University has a complaint about an 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.
E2. What steps are taken to rectify an unsatisfactory match? The University will not be financially obligated for an employee that is deemed unsatisfactory upon placement.

Invoicing & Payment

F1. Enclose two sample invoices (one blank and one completed) and two sample time cards (one blank and one completed) with your bid.

F2. The terms and conditions of this request (and any contract or purchase orders issued as a result of this document) shall supersede 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?

F3. 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.

F4. 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 less than Net 20". Do you understand and agree to this statement? If not, why?

F5. Do you have discounts available for early payment? If so, state your prompt payment discount terms on your bid response.

Reports

G1. An important option in the selection of a cleaning service is the ability to make available regular and comprehensive reports each month. This data will be used to analyze staffing utilization by The University of Alabama. Please state if this option can be provided by your company and include samples of the reports available.
By submitting this proposal, the potential contractor certifies the following:

1. This proposal is signed by an authorized representative of the firm.

2. The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.

3. All labor costs, direct and indirect, have been determined and included in the proposed cost.

4. The potential contractor has read and understands the conditions set forth in this RFQ.

Therefore in compliance with this Request for Quotation, and subject to all conditions herein, the undersigned offers and agrees to furnish the specified services.

OFFEROR: ________________________________________________________________

ADDRESS: ________________________________________________________________

CITY, STATE, ZIP: _______________________________________________________  

TELEPHONE NUMBER: ____________________________________________________

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____________________________

BY: ___________________________ TITLE: _________________________________
    (Signature)

________________________________________ (Typed or printed name)  (Date)
THE UNIVERSITY OF ALABAMA
QUOTATION SHEET FOR
OUTSOURCING CUSTODIAL SERVICE FOR UA BASEBALL AND SOFTBALL STADIUMS

Location: The University of Alabama
Sewell Thomas Stadium
241 Paul W. Bryant Dr.
Tuscaloosa, AL

Location: The University of Alabama
Women’s Softball Stadium
321 5th Avenue E.
Tuscaloosa, AL

The University of Alabama requests sealed bids to establish a contract for custodial service for The University of Alabama Baseball and Softball Stadiums as specified. Pricing for this contract must be firm for an initial twelve-month (12) period upon date of award. However, upon mutual agreement between the successful vendor and The University of Alabama, this contract may be renewed up to four (4) additional (12) twelve-month periods with a negotiable price increase in years two (2) through five (5) to meet the challenge of providing pricing for long periods of time. All other terms, conditions, delivery, etc. will remain the same as the original bid. The successful vendor should furnish the written agreement to The University of Alabama sixty (60) days prior to the renewal.

NOTE: Cleaning Tasks to be completed after each game and prior to the next scheduled game. Events are Men’s Baseball and Women’s Softball. Events may be added during the season; other events may be added at a later date.

Minimum Requirements:

- Work will be performed in a professional and efficient manner
- Required number of employees should be no less than three (3) and one (1) supervisor will be present to organize workers and assign cleaning tasks
- All workers will arrive on time according to agreed upon schedule
- Pick up trash and sweep all seating areas and dugouts inside the stadium
- Pick up trash and sweep outside of stadium inside the gate area
- Blow all areas of the stadium
- Clean and mop all restrooms
- Mop all areas that have food or drink spills (includes spot cleaning)
- Place all trash in heavy duty plastic trash bags (will be provided)
- Carry all trash bags outside of the stadium to a specified location
- Successful vendor will be responsible for supplies needed such as chemicals, mops, brooms, etc for this contract
- University Representative will inspect the arena upon completion of each cleaning. Approval for payment will be made upon acceptance of each cleaning performance
- University will supply a schedule of events to the successful vendor

Bidders are to quote pricing for cleaning services for Sewell Thomas Baseball Stadium and Women’s Softball Stadium for games based on the following levels of attendance to the event. The first game will be February 13th 2009.

Less than 2,000: $_______________
2,001 and above $_______________

Cost of Performance Bond, if required: $___________________

Quote price for a one time initial clean up of Sewell Thomas Baseball Stadium: $_____________________
Quote price for a one time initial clean up of Women’s Softball Stadium: $_____________________


PROMPT PAYMENT DISCOUNT ______ %, ______ DAYS/ NET ______ DAYS

CAN YOU MEET THE REQUIREMENTS AND START DATE OF FEBRUARY 13TH 2009:

_________ YES, _________ NO

THIS IS A TWELVE (12) MONTH CONTRACT UPON DATE OF AWARD. IS YOUR COMPANY’S BID PRICES FIRM FOR THE PERIOD OF TIME_____ YES _____ NO?

E-MAIL ADDRESS FOR PERSON SIGNING THE BID: ________________________________

COMPANY’S WEBSITE: ________________________________
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