



Date: April 8,2022

TO:

RE: Request for Proposals – UAH Custodial Spring Moveout Turnover and Summer Camps Turnover

The University of Alabama in Huntsville

Proposal Number: P00241

The University of Alabama in Huntsville is requesting proposals for UAH Custodial Spring Moveout Turnover and Summer Camps Turnover. To register on Vendor Registry go to WEBSITE: <http://www.uah.edu/business-services/vendors/bid-opportunities> and click on [Vendor Registration](#). To obtain a copy of this proposal, scroll down and click on the proposal number.

Please contact Nicholas Coggin to schedule a campus visit at nbc0005@uah.edu. All Requests for Proposals must be submitted thru Vendor Registry by 1:00 P.M. on Friday April 29, 2022.

In the event it becomes necessary to revise any part of this Request for Proposal prior to the assigned return date, revisions will be posted in writing by Procurement Services on our UAH Vendor Registry website.<http://www.uah.edu/business-services/vendors/bid-opportunities>. The University will be the sole determinant of whether any revisions/addenda should be issued as a result of any questions or other matters, and will extend the proposal deadline if such information significantly amends this solicitation or makes compliance with the original proposal due date impractical.

In order to be considered for selection, vendors must submit a complete response to this request for proposal via vendorregistry.com. The vendors shall make no other distribution of the proposals.

No proposal may be amended or withdrawn after the scheduled closing time of receipt for a period of sixty (60) days.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

All questions pertaining to this Request for Proposal should be addressed to Kelly Haas via Vendor Registry: Subject: Custodial Spring Move Out Turnover and Summer Camps Turnover (P00241)

The deadline for questions is, Wednesday April 27 at 5:00 pm.

Sincerely,

Kelly D. Haas

Kelly Haas
Procurement Officer II
Procurement Services

REQUEST FOR PROPOSAL AND SPECIFICATIONS

For

**UAH Custodial Spring Move Out Turnover and Summer
Camps Turnover (P00241)**

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

HUNTSVILLE, ALABAMA 35899

**Proposals are required to be submitted electronically via Vendor
Registry**

**NO PROPOSALS WILL BE ACCEPTED BY REGULAR MAIL, UPS,
FEDEX, EMAIL OR DELIVERED IN PERSON**

**IF YOU SUBMIT ANY OTHER WAY THAN ONLINE AT
WWW.VENDORREGISTRY.COM YOUR PROPOSAL WILL NOT BE
ACCEPTED**

PROCUREMENT SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

HUNTSVILLE, ALABAMA 35899

Purpose

The University of Alabama in Huntsville's purpose for this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiations for Custodial Spring Move Out Turnover and Summer Camps Turnover (P00241)

The University of Alabama in Huntsville, hereafter referred to as "University" is requesting proposals for Custodial Spring Move Out Turnover and Summer Camps Turnover (P00241). The contract period will be for one (1) year with the option to renew for (4) additional one-year period. The University would like to secure a vendor to enter into a purchase order agreement for this proposal per the specifications below.

Contract Renewal

As mutually agreed upon, the successful proposer shall be awarded a contract for one-(1) year with the option to renew the contract for four additional one-year periods and under the same terms, if it should be deemed advisable and advantageous to do so. Renewal of this contract shall be contingent upon annual satisfactory performance evaluations by the University.

Event Dates

If you have not visited the campus, and desire to, please contact Nicholas Coggin to schedule a campus visit at nbc0005@uah.edu. A Pre-bid meeting is optional.

All Requests for Proposal must be submitted through VENDOR REGISTRY BY 1:00 P.M. on Friday April 29, 2022.

Questions can be submitted through Vendor Registry and will be accepted until April 27th at 5 pm.

Revisions to the Request for Proposal

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

Proposal Preparation

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

Proposals should be prepared simply and economically, providing a straightforward concise description of the Vendor(s) capabilities to satisfy the requirements of the Request for Proposal. Emphasis should be completeness and clarity of content.

In order to be considered for selection, vendors must submit a complete response to this request for proposal. The vendors shall make no other distribution of the proposals except electronically to www.vendorregistry.com.

Award of Contract

The vendor deemed to be fully qualified and best suited among those submitting proposals will be identified on the basis of the cost, references, staffing plan, and submittal information. Post proposal

negotiations may be conducted with any or all vendors including an on-site visit. After evaluations are complete, the University will award a contract and the results will be posted on Vendor Registry.

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

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

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

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

After the opening of this proposal, the results will not be available to vendors until after an award is made. Tabulation will be available on Vendor Registry.

As part of the evaluation process, the University of Alabama in Huntsville may schedule in-person presentations. Those vendors will be contacted to schedule presentations.

The University Reserves the right to accept or reject any or all proposals and is not necessarily bound to accept the lowest proposal if that proposal is contrary to the best interest of the University.

Year one pricing shall be honored from May 1, 2022 thru April 30, 2023 (12 Months).

The thrust of the contract is to obtain greater volume price discounts by combining the volume of purchases from participating entities within the State of Alabama.”

"Any contract resulting from this request will be made available to other eligible entities. This may include but is not limited to; The University of Alabama System, comprised of The University of Alabama; The UAB Enterprise, consisting of The University of Alabama at Birmingham, the UAB Health System and their related foundations and affiliates, and The University of Alabama, Tuscaloosa, AL; and other state entities.

Fiscal Funding Clause

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide the continuation of a contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

Certification Pursuant To Act No. 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every proposal submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make

sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this proposal, the vendor is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

Evaluation Criteria

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

This proposal will be awarded using the following criteria:

	<u>POINTS</u>
Proposal signed by an authorized officer of the firm	
And complies with the requirements of this RFP	10
Cost	30
References and Job History to include years in business	30
Custodial Wage Rates, Organizational chart and Staffing plan	30

UAH Custodial Spring Move Out Turnover and Summer Camps Turnover

Project Overview

This Request for Proposal (RFP) solicits proposals to provide custodial services for The University of Alabama in Huntsville Housing (UAH). The objective of contracting the services described in this RFP is to implement a performance-based cleaning program which yields quality levels generally consistent with the APPA Level 2 standard of custodial service. UAH requires a clean, safe, and healthy environment for students, administration, and staff at the campuses. The scope of the services required is detailed in the RFP document.

Background Information

UAH is a public national university located in Huntsville, AL, which has been named one of the best places to live by U.S. News & World Report. Its students hail from 49 U.S. states and nearly 60 countries. Included among this year's record-setting enrollment of nearly 10,000 was an incoming freshman class with an average ACT score of 28.4 and an average GPA of 3.91.

UAH offers 88-degree programs of study at the undergraduate and graduate level, with colleges in Engineering; Education; Honors; Nursing; Science; Business; Arts, Humanities, & Social Sciences; Graduate School; and Professional Studies. Its robust academic presence is complemented by a vibrant

campus life featuring more than 185 student-run organizations, 12 fraternities and sororities, and 17 NCAA sports.

The university's 505-acre campus, which includes 17 high-tech research centers and labs responsible for nearly \$110 million in annual research expenditures, serves as the anchor tenant for the second-largest research park in the nation. It also maintains strong partnerships with federal agencies and commercial organizations that include the Hudson Alpha Institute for Biotechnology, NASA's Marshall Space Flight Center, the Missile Defense Agency, the DIA Missile and Space Intelligence Center, and the U.S. Army Materiel Command.

Intent

It is the intent of The University of Alabama in Huntsville through this Request for Proposal and contract conditions contained herein, to establish to the greatest extent possible, complete clarity regarding the requirements of both parties to the Agreement resulting from the Request for Proposal. Only Contractors with relevant experience and the ability to provide the highest quality services in a timely fashion are encouraged to apply.

Specifications for the proposal are listed herein. All proposals must be for labor and labor-related costs, supervision, management, overhead, supplies, equipment, consumables, and all other costs associated with delivery of the service. Proposals for services that deviate from these specifications may be considered invalid.

The University of Alabama in Huntsville plans to hire a vendor that can facilitate the cleaning of housing buildings during Spring Move Out Turnover, Summer Camp Turnover, and special projects throughout the year.

Equipment and Supplies

The Contractor shall supply all the equipment required to fulfill the requirements within this Statement of Work. The Contractor shall maintain the equipment so that it will operate safely and effectively. The Contractor shall perform equipment preventive maintenance that includes cleaning, adjustments, and lubrication as specified by manufacturers. The Contractor is responsible for all costs of repairs and preventive maintenance to the equipment. UAH will inspect Contractor's equipment periodically to ensure all equipment is in clean and operable condition.

The Contractor shall supply all the cleaning supplies, except hand towels, toilet tissue, hand soap, and trash can liners (defined as consumables), required to fulfill the requirements within this Statement of Work. The Contractor shall provide and maintain current Safety Data Sheets for all supplies used at UAH. The Contractor shall utilize only commercial grade supplies that are designed to clean the types of finishes, flooring, and fixtures at UAH. UAH encourages the use of Green Leaf certified cleaning products.

The Contractor shall provide and operate equipment that contains non-marking wheels, bumpers, and power cords to protect UAH's building finishes from scuffs and damage. Supplier will be responsible for any and all repairs and costs that are proven to be a result of Contractor's negligence, wrongful acts, and/or theft.

On a regular basis UAH will provide Contractor the following consumable supplies so that the Contractor can regularly restock UAH facilities with paper hand towels, toilet tissue, hand soap, and trash can liners. Contractor must control usage and stocking levels per UAH's predetermined levels and not use these supplies to perform cleaning tasks. UAH covers the cost of all consumable supplies not including PPE.

UAH shall provide the Contractor reasonable storage space within the facility to store the Contractor's equipment and cleaning supplies that are required to fulfill the requirements within this Statement of Work. The Contractor shall only use the designated areas. The Contractor shall be responsible for keeping the storage areas secure, clean, and orderly. UAH will not be held responsible for damage to or loss of Contractor's material or equipment.

If the Contractor is permitted the use of UAH equipment, the Contractor shall maintain, clean, and return them in excellent condition. Contractor shall be responsible to UAH for any damage, misuse, or loss.

Carpet cleaning is to be performed only with hot water extraction and UAH approved stain remover, as needed. No shampoo or soaps are permitted.

Personnel

The Contractor shall supply all personnel required to fulfill the requirements within this Statement of Work. The Contractor shall establish and execute hiring, training, and supervisory processes that will overcome typical industry turnover and personnel challenges without any degradation of services to UAH.

The Contractor shall provide enough trained and qualified supervisors on-site during all cleaning service operations to responsibly plan, train, direct, and control the Contractor's staff, work performance, and quality.

The training shall include, but not limited to:

- Environmental Health and Safety training
- Blood-borne pathogen training
- Asbestos awareness training
- Appropriate chemical "hazard" communication training
- Workplace safety training
- Orientation to the building(s) being serviced
- Green Cleaning training
- APPA Level 1 and 2 Standards and practices
- UAH Campus Non-Smoking Policy
- UAH Campus Single Stream Recycling Program training

*Contractor shall provide all training at no additional cost to UAH. Contractor shall provide evidence of initial training, as well as refresher training, at the discretion of UAH.

The Contractor shall perform a national seven-year felony and misdemeanor search background investigation on each hiring applicant before they are assigned to work at UAH. This information should be obtained at the person's consent and retained in the Contractor's file. The Contractor shall not employ anyone at UAH that has background check issues. The background check costs are the Contractor's responsibility.

The Contractor's personnel shall be physically and competent to perform the services within this Statement of Work. Contractor shall properly train each and every employee before assigning them work

at UAH. Training must include but not limited to: safety, job duties, quality, attitude, consistency, customer service, work pride, and task urgency that results in consistent APPA level of cleanliness.

The Contractor shall remove and/or replace any personnel not found acceptable in Contractor's and/or UAH's judgment. Contractor shall immediately notify UAH contacts of any terminations that are in a non-cordial manner.

Contractor shall provide UAH a staffing chart and work schedule of all personnel. Contractor shall notify UAH of any changes to supervisory personnel immediately and provide UAH an updated staffing chart monthly.

The Contractor's employees and supervisors shall present a neat, clean, and working appearance while on UAH property. The Contractor shall provide uniforms to each employee and require that uniforms be worn on the premises identifying that the person works for the Contractor. The Contractor's name shall be clearly visible at all times. Uniforms are to be furnished at the Contractor's expense.

The Contractor shall provide and maintain a monthly staffing report that includes: Turnover %, termination, hiring, and FTE count. This report shall be given to Senior Residential Facilities Manager and Senior Housekeeper monthly. The contractor should have a goal of 30% or less turnover annually.

The Contractor shall pay a fair market hourly wage to Custodial Employees based upon the Huntsville City market. A report of the market analysis, proposed organizational chart with wage rates, and FTEs by building with shifts must be furnished in the bid.

Performance

The Contractor shall provide APPA cleaning level 2 quality custodial workmanship in every respect. The Contractor is responsible to manage the work performance and deliver consistent cleaning services to UAH. Work shall be subject to the inspection and satisfaction of UAH's Residential Facilities Manager and Senior Housekeeper, who must safeguard the best interests of UAH. Contractor will be paid only for services that are satisfactorily completed per this statement of work and to UAH's standards.

The Contractor shall perform all work in a manner so that UAH's business operations are not disrupted or negatively impacted.

Personal items shall not be touched and/or moved.

The Contractor shall secure UAH's premises and property upon completion of the work in any single area. Contractor shall close doors and turn off interior lights to each unoccupied room after cleaning. The Contractor is responsible for following the UAH key policy for issuance and return of keys.

The Contractor is required to notify UAH of any and all furniture, fixtures, property or equipment damaged or found damaged on a daily basis.

Contractor must comply with all UAH, local, state, and federal codes and laws including immigration, EEOC, and OSHA regulations.

Contractor must train, equip and supervise their employees in the proper use of personal protective equipment to prevent injury and cross-contamination.

The Contractor must be able to provide staffing to perform special project and detail cleaning tasks at any time throughout the year, as requested by UAH Housing Management.

The Contractor shall handle and transfer all waste, including recycled products and some universal hazardous waste (light bulbs, batteries, etc.) from work areas into the appropriate trash bins/dumpsters and containers. UAH provides a set of four different types of trash and recycle bins adjacent to each building. The four types of bins are: Single Stream Recycle Bin, Single Stream Recycle Dumpster, Trash Bin, and Trash Dumpster. A map of waste and recycle bins will be provided.

While performing cleaning tasks, the Supplier's personnel should be trained and directed to routinely search for and report any and all facility deficiencies to UAH Housing Management. These deficiencies include light bulb outages, water leaks, pest control, broken and loose fixtures, damaged flooring, and broken dispensers.

Contractor employees shall not talk on a telephone or engage in long conversations with co-workers or UAH employees or student's while on duty or performing work tasks.

Submission:

In order to be considered for selection, vendors must submit a complete response to this Request for Proposal. An electronic submission through the Vendor Registry will be the only way to be considered.

Proposals may be amended or withdrawn by the party(s) submitting such proposals by his/her authorized representative, up until the scheduled opening time. No proposal may be amended or withdrawn after the scheduled closing time of receipt for a period of sixty (60 days).

Vendors should include five references, preferably with higher education, job history, and company organizational chart.

Vendors should submit a staffing plan which includes their plan to facilitate the cleaning and room turnover.

Full Clean Service:

Specifically, to reach the Level 2 APPA Standard, the following details cover responsibilities for apartment-style housing. Traditional dorm room buildings will not include kitchens, dining rooms or living rooms in the individual rooms, but expectations pertaining to bedrooms and bathrooms would apply. Also, expectations pertaining to living rooms would apply to lounge-style spaces and expectations pertaining to kitchens would apply to community kitchens located in some traditional dorm-style building.

A.) All common areas (corridors, foyers, stairwells, lounges and study areas) of an dorm building will require:

- Any trash, debris or abandoned items from the previous occupants should be removed as trash from the space.
- Dust all surfaces of furniture, ledges, light fixtures and vending machines. All surfaces should be clean to the touch.
- Flooring: All carpeted areas are to be completely vacuumed, including corridors and lounges. Any furniture must be moved and replaced for proper vacuuming. All VCT and LVT surfaced floors are to be swept and

damp mopped to leave the spaces with a fresh cleaned smell. Any food, adhesive product or anything else stuck to the floor should be scraped clean prior to sweeping and mopping, taking care not to damage the floor surface.

B.) Bedrooms

- Window area: Clean window glass on inside. Wipe clean window sills and ledges of the window so no dust, pollen or dirt can be seen or felt. Dust window blinds.
- Dust all surfaces of furniture. Dust any other hard surfaces that has the ability to collect dust, dirt and debris, including but not limited to wall and ceiling mounted light fixtures.
- Furniture and closets: Pull furniture out away from wall and remove any debris found. Vacuum carpet or sweep tile behind and under furniture. Wipe clean all surfaces of furniture closet shelves. Open all drawers and doors of furniture, removing any belongings or debris from any compartments, wiping them clean. Replace all furniture to standard locations.
- Walls, ceilings and doors: Major cleaning to these areas may not be necessary during a re-clean. However, areas should be spot cleaned as needed to remove any spots, dirt, adhesive marks, etc. Clean surfaces of any HVAC vents or radiators present in the room. Vents should be free of any dust or dirt build up. Wall and ceiling mounted light fixtures should be wiped clean, free of dust, debris and cobwebs.
- Flooring: Any food, adhesive product or anything else stuck on the floor should be scraped clean prior to sweeping and mopping, taking care not to damage the floor surface. All carpeted areas are to be completely vacuumed. All VCT or LVT surfaces are to be swept thoroughly and damp mopped to remove any spots or scuff marks and leave the spaces with a fresh cleaned smell.

C. Living Rooms/Lounge Areas

- Window area: Clean window glass inside. Wipe clean window sills and ledges of the window so no dust, pollen or dirt can be seen or felt. Dust window blinds.
- High dust all surfaces, ledges created by surfaces (conduit, outlets, corners or walls/ceilings) Any other hard surface that has the ability to collect dust, dirt and debris should be wiped clean, utilizing an appropriate cleaning agent if necessary. All surfaces should be clean to the touch.
- Furniture and closets: Pull sofas and chairs out away from wall and remove any debris found. Vacuum carpet or sweep tile behind and under furniture. Wipe and clean any hard surfaces of furniture and closet shelves. If cushions on sofas and chairs are removable, remove them and vacuum furniture thoroughly removing any belongings or debris. Report any irremovable stains from upholstery. Replace all furniture to standard locations.
- Walls, ceiling and doors: Major cleaning to these areas may not be necessary. However, areas should be spot cleaned as needed to remove any spots, dirt, adhesive, marks, cobwebs, etc. Clean surfaces of any HVAC vents present in the room. Vents should be free of any

dust or dirt build up. Wall mounted light fixtures should be wiped clean, free of dust, debris and cobwebs.

- Flooring: All carpeted areas are to be completely vacuumed. If stains are discovered on a carpet, attempt carpet extraction or other approved method of stain removal. If stain removal is unsuccessful, document and report to UAH Senior Housekeeper.

D. Bathroom Area:

- All bathroom fixtures and surfaces must be cleaned and sanitized thoroughly with a disinfectant fungicide cleaner. This includes all showers, tubs, toilets, partitions, sinks, faucets, countertops and vanities.
- It is recommended to pre-treat showers/tubs first, then continue cleaning other bathroom surfaces and fixtures. Conclude by completing the shower/tub cleaning and then mop the floor on the way out the door as the final step.
- Glass: All mirrors and windows will be cleaned with glass cleaner.
- Shower curtains: (Where applicable) Old curtains should be removed as trash. New replacement curtains will be supplied.
- Walls: Walls near the sink and toilet areas must be wiped clean and sanitized. Clean any exhaust or air supply vent louvers to be free of dust. Any wall mounted fixtures such as soap, toilet paper, paper towel dispensers and light switches should be wiped clean and sanitized as a touch surface.
- Floors: Should be swept of all dust and dirt. Remove any loose trash and trash waste baskets for those areas that may have them. Floors should be wet mopped as a last step to conclude the bathroom cleaning.

E. Kitchen Area:

- Refrigerators: All refrigerators shall be cleaned, inside and out, and shall be free of mildew and odor. Anything left inside the refrigerators shall be removed and discarded.
- Stoves and Ovens: (Where applicable) All ovens shall be cleaned inside and out. This shall include oven, stove top, burner wells, drip pans and rims. All cooking surfaces and prep areas should be free of any grease or other food residue.
- Kitchen exhaust fan: (Where applicable) The fans/exhaust units shall be cleaned to remove all soil that may have accumulated. Filters are to be cleaned and replaced. Do not dispose of any filter without the approval of the UAH Senior Housekeeper.
- Walls and Ceilings: All spots, dirt, etc. should be removed from walls, ceilings and other hard surfaces.
- Floors: Any food, adhesive product or anything else stuck to the floor should be scraped clean prior to sweeping and mopping, taking care not to damage the floor surface. Kitchen floors should be swept of all dust and dirt. Remove any loose trash and empty trash from the waste basket for those areas that have them. Floors should be wet mopped and left looking and smelling clean.
- Countertops, back-splashes, kitchen cabinets (inside and out) and any other hard surface that has the ability to collect dust, dirt and debris should be wiped clean, utilizing an appropriate cleaning agent if necessary. Any grease on countertops, backsplashes, and cabinet

surfaces from nearby cooking surfaces must be cleaned with appropriate cleaning agents.

- Closets, Cabinets and Shelving: All of the units shall be free of any kind of dirt, debris and belongings, both of the exterior surfaces and inside the closets, cabinets or shelves.

F. Upon completion of cleaning activities of a space the contractor must:

- Flush floor drains (if present) with clean water to fill trap
- Close and lock all windows
- Pull all blinds in down position but adjusted to let light thru.
- Turn all lights off
- Close and lock all bedroom and apartment doors
- Set thermostat at 74 degrees

Wipe Down Service for Camps and Conferences:

Wipe-Down Service consists of a light general cleaning. Specifically, it refers to a unit of cleaning performed at the request of The University of Alabama in Huntsville that will take place prior to re-occupancy of a space. It occurs after occupancy occurs for a Summer Camp or Conference. The residential unit must be left in excellent “move-in” condition when the service is complete.

Some units used during Summer Camp or Conferences will only use some of the space. These will be the only areas expected to have Wipe-down service.

Details Associated with “Wipe Down Service”:

1. All horizontal hard surfaces are to be wiped down in areas used in each unit. Furniture drawers and cabinets should be checked for any type of items to ensure they are empty and ready for re-occupancy.
2. Floors are to be swept and vacuumed throughout.
3. Any loose or bagged trash should be removed.
4. Refrigerators and microwaves are to be checked for cleanliness.
5. The bathroom is to be serviced for cleanliness. The toilet bowl is to be cleaned and disinfected. Counters, sinks and faucets should be wiped clean. Shower/Tub surfaces should be cleaned. All drain covers should be free of any hair or other debris.
6. Each area is to be free of odors. Any lingering odors after a Wipe-Down service is completed must be reported to the Senior Housekeeper.
7. The University reserves the right to call for a “wipe-down” activity in place of a Re-clean activity at any time during the summer season.

** Contractors shall not dispose of any article in any apartment/suite/room (other than litter), such as clothing, audio/visual equipment, plates, dishes, personal items of any value, etc., without the approval of the UAH Senior Housekeeper. If items such as these are found, the UAH Senior Housekeeper must be notified immediately for guidance. If the contractor enters any apartment/suite/room that should be vacant but clearly seems to be occupied, cleaning activities must cease and the UAH Senior Housekeeper immediately notified. Cleaning activities shall resume only upon approval of the UAH Senior Housekeeper.

Southeast Campus Housing (SCH) John Wright Drive:

Three-bedroom student suites:

602 A-L, 604 C-L, 606 C-L, 608 A-L, 702 A-L, 704 A-L, 706 B-L at John Wright Drive.

One-bedroom apartments:

700 A, C-X, and 600 A, C-X at John Wright Drive.

Central Campus Residence Hall (CCH)

Four bedroom suites: 101, 102, 103, 104, 105, 106, 110, 111, 113, 114, 116, 201, 202, 203, 204, 205, 206, 207, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 301, 302, 303, 304, 305, 306, 307, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 401, 402, 403, 404, 405, 406, 407, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 501, 502, 503, 504, 505, 506, 507, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 601, 602, 603, 604, 605, 606, 607, 609, 610, 611, 612, 613, 614, 615, 616, 703, 704, 705, 706, 707, 709, 710, 713, 714
CCH at 1000 Ben Graves Drive

Frank Franz Residence Hall (FFH) at 1301 Ben Graves Drive

Three-bedroom suites: 130, 208, 224, 308, 324, 408, 424

Four bedroom suites: 124, 125, 132, 133, 134, 135, 136, 201, 202, 203, 204, 206, 212, 213, 216, 218, 219, 226, 227, 228, 229, 230, 301, 302, 303, 304, 306, 312, 313, 316, 318, 319, 326, 327, 328, 329, 330, 401, 402, 403, 404, 406, 412, 413, 416, 418, 419, 426, 427, 428, 429, 430

Honors College units:

101, 102, 103, 104, 113

North Campus Residence Hall (NCH) 1303 Ben Graves Drive

One-bedroom studio suites (33 units):

119, 127, 134, 135, 205, 206, 207, 209, 213, 224, 227, 228, 229, 301, 306, 307, 308, 310, 314, 325, 328, 329, 330, 401, 406, 407, 408, 410, 414, 425, 428, 429, 430

Two-bedroom suites (2 units):

120 and 139 NCH

Three-bedroom suites (6 units):

214, 232, 315, 333, 415 and 433

Four-bedroom suites (61 units):

116, 118, 121, 122, 123, 124, 125, 126, 131, 132, 133, 137, 138, 200, 203, 204, 210, 212, 215, 216, 217, 218, 219, 220, 223, 225, 226, 230, 231, 300, 303, 305, 311, 313, 316, 317, 318, 319, 320, 321, 324, 326, 327, 331, 332, 400, 403, 405, 411, 413, 416, 417, 418, 419, 420, 421, 424, 426, 427, 431, 432

Fraternity and Sorority Housing (FSH)

Delta Chi (DC) at 510 Fraternity and Sorority Row
Sigma Nu (SNU) at 516 Fraternity and Sorority Row

Delta Zeta (DZ) at 520 Fraternity and Sorority Row
Kappa Delta (KD) at 518 Fraternity and Sorority Row
Alpha Tau Omega (ATO) at 514 Fraternity and Sorority Row
Alpha Omega Phi (AOII) at 512 Fraternity and Sorority Row

Charger Village (CV) at 601 John Wright Drive

One-bedroom apartments:

245, 345, 445, 545

Two-bedroom suites:

119, 134, 151, 201, 202, 211, 223, 230, 231, 236, 251, 301, 302, 311, 323, 330, 331, 336, 351, 401, 402, 411, 423, 430, 431, 436, 451, 501, 502, 511, 523, 530, 531, 536, 551

Four-bedroom suites:

137, 138, 139, 140, 141, 142, 153, 154, 155, 156, 157, 158, 159, 160, 203, 204, 205, 206, 207, 208, 209, 210, 213, 214, 215, 216, 218, 219, 220, 221, 224, 225, 226, 227, 228, 229, 234, 235, 239, 240, 241, 242, 243, 244, 246, 247, 248, 249, 253, 254, 255, 256, 257, 258, 259, 260, 303, 304, 305, 306, 307, 308, 309, 310, 313, 314, 315, 316, 318, 319, 320, 321, 324, 325, 326, 327, 328, 329, 334, 335, 339, 340, 341, 342, 343, 344, 346, 347, 348, 349, 353, 354, 355, 356, 357, 358, 359, 360, 403, 404, 405, 406, 407, 408, 409, 410, 413, 414, 415, 416, 418, 419, 420, 421, 424, 425, 426, 427, 428, 429, 434, 435, 439, 440, 441, 443, 443, 444, 446, 447,, 448, 449, 453, 454, 455, 456, 457, 458, 459, 460, 503, 504, 505, 506, 507, 508, 509, 510, 513, 514, 515, 516, 518, 519, 520, 521, 524, 525, 526, 527, 528, 529, 534, 535, 539, 540, 541, 542, 543, 544, 546, 547, 548, 549, 553, 554, 555, 556, 557, 558, 559, 560

Please quote the following prices as they relate to specifications

Fee for complete cleaning of student suite including full floor treatment per suite

SCH (1-bedroom/unfurnished)	\$ _____
SCH (3-bedroom/full kitchen)	\$ _____
CCH (4-bedroom/mini kitchen)	\$ _____
FFH (2-bedroom w/bathroom)	\$ _____
FFH (3-bedroom/mini kitchen)	\$ _____
FFH (4-bedroom/mini kitchen)	\$ _____
NCH (1-bedroom studio/mini kitchen)	\$ _____
NCH (2-bedroom/mini kitchen)	\$ _____
NCH (3-bedroom/mini kitchen)	\$ _____
NCH (4-bedroom/mini kitchen)	\$ _____
CV (1-bedroom/mini kitchen)	\$ _____
CV (2-bedroom/mini kitchen)	\$ _____
CV (4-bedroom/mini kitchen)	\$ _____
Greek Row House	\$ _____

Conference Cleaning Proposal (NCH/FFH/CVA & CVO)

Periodically suites will be used for individual guests and conference groups. The number of suites vary. The level of cleaning is contingent upon length of stay.

Complete cleaning of entire suite or half-suite (2 bedrooms, 1 bath area, and kitchen/living area)

1-2 nights:

1-bedroom full suite \$ _____	Half Suite \$ _____
2-bedroom full suite \$ _____	Half Suite \$ _____
4-bedroom full suite \$ _____	Half Suite \$ _____

3-7 nights:

1-bedroom full suite \$ _____	Half Suite \$ _____
2-bedroom full suite \$ _____	Half Suite \$ _____
4-bedroom full suite \$ _____	Half Suite \$ _____

8-14 nights:

1-bedroom full suite \$ _____	Half Suite \$ _____
2-bedroom full suite \$ _____	Half Suite \$ _____
4-bedroom full suite \$ _____	Half Suite \$ _____

2 weeks - 4 weeks:

1-bedroom full suite \$ _____	Half Suite \$ _____
2-bedroom full suite \$ _____	Half Suite \$ _____
4-bedroom full suite \$ _____	Half Suite \$ _____

1 month:

1-bedroom full suite \$ _____	Half Suite \$ _____
2-bedroom full suite \$ _____	Half Suite \$ _____
4-bedroom full suite \$ _____	Half Suite \$ _____

2 months:

1-bedroom full suite \$ _____

Half Suite \$ _____

2-bedroom full suite \$ _____

Half Suite \$ _____

4-bedroom full suite \$ _____

Half Suite \$ _____

Ten weeks (include full floor treatment)

1-bedroom full suite \$ _____

Half Suite \$ _____

2-bedroom full suite \$ _____

Half Suite \$ _____

4-bedroom full suite \$ _____

Half Suite \$ _____

PRICING

1. Proposals shall include all services, labor and price plus costs as indicated on the proposal page.
2. Prices provided must remain in effect for the dates noted on the Proposal Form.
3. Payments for labor and services, under this contract, shall be made on per unit (room/unit) basis, and limited to the work actually performed on any job/project.
4. UAH may request custodial services throughout the calendar year if needed.

TERMS OF CONTRACT

1. The anticipated contractual period will be for one (1) year with (4) possible renewals of one year each, subject to budgetary approval on a yearly basis. The University of Alabama in Huntsville reserves the right to alter this time period upon review of all proposals.
2. Service Dates will be between May 1st and April 30th yearly. A high use time will be at the end of Spring semester and during the summer.
3. The University reserves the right to terminate the awarded contractor's services for cause or convenience at any time during the term of the contract.
4. These services can be terminated at any time with no cause, by the University. In the event that services are terminated by the University, written notice will be provided thirty (30) days in advance of termination.
5. The awarded contractor may not assign, sell or sub-contract its obligations under the contract to any third party without prior approval in writing by the University.
6. In the event that the contract is terminated either by contract expiration or by voluntary termination by the University, the contractor must continue all services until new services become completely operational or a new service provider is in place.
7. The contractor will be responsible for any additional costs incurred by the University in utilizing any replacement firm
8. At no time shall this service extend more than thirty (30) days beyond the expiration date of the existing contract.

General Terms and Conditions for This Proposal

Access to Facilities

The Contractor and its employees or agents shall have the right to use only those facilities of the University that are necessary to its performance of services under this Contract and shall have no right of access to any other facilities of the University. Sidewalks, entrances, passageways, stairways, and corridors shall not be obstructed by the Contractor or used for any purpose other than ingress and egress to and from the University's premises under the Contractor's control.

Permits, Licenses, Taxes and Certificate of Authority

The vendor shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance under this agreement, and it shall post or display in a prominent place such permits and/or notices as are required by law.

The vendor shall be responsible for and pay when due any and all taxes and assessments arising out of the operation including, but not limited to, payroll taxes (including all deductions of employees) and income taxes.

The vendor shall comply with the provisions of all applicable statutes and regulations of taxing authorities to which it is subject.

Applicable Law

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

Vendor represents and warrants that all article and services covered by this proposal meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Act of 1970, No. 2006, and its regulations in effect or proposed as of the date of this proposal.

The vendor agrees that it shall not, with respect to any activity carried out on the premises of the University or relating in any way to this Contract, discriminate unlawfully against any person on the basis of race, color, national origin, religion, sex, age, handicap or disability. The equal opportunity clause required under Executive Order 11246 date September 28, 1965 issued by the President of the United States of America, and Public Law 88-352, 88th Congress, the "Civil Rights Act of 1964" and regulations issued there under are made a part of this Contract by reference.

Assignment

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

Contract Cancellation

If the vendor fails to fulfill its contract obligations, the University may give the vendor written notice of its failure to perform, and if the vendor fails to correct the default within thirty (30) days, the University, by written notice, may terminate the contract after an additional (15) days. UAH may cancel this contract, with a thirty (30) day notice, for any reason as seen fit by the university.

Codes and Standards

The successful vendor must perform all work under the current codes and standards that are applicable, such as, but not limited to: American Standards Association, National Bureau of Standards, ADA, American National Standards Institute, etc. and any federal and local codes and ordinances.

University Name – Limitations on Use

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

Non-Collusion

Any agreement or collusion among vendors or prospective vendors in restraint of freedom of competition, by agreement to proposal at a fixed price or to refrain from bidding, or otherwise,

shall render the proposals of such vendors void. Each vendor certifies that he has not been a party to such an agreement by signing this request for proposal.

Proposals are Public Record

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

Disclosure Statement

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

Certification Pursuant To Act No. 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every proposal submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this proposal, the vendor is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

Claims Any alleged claim against UAH for breach of this Contract or any other liability must be submitted to the Board of Adjustment of the State of Alabama, the exclusive means provided by the law of the State of Alabama for bringing a claim against a state agency.

Compliance with Law With respect to all activities carried out under this Contract and/or on UAH premises, The Contractor shall comply with all laws, rules, and regulations of duly constituted authorities having jurisdiction over such activities.

Consent Wherever in this Contract the consent or approval of a party is required or permitted, such consent or approval shall be in writing and shall be executed by an officer or agent of the party duly authorized to take such action. If a party fails to respond within thirty (30) days to a request by the other party for a consent or approval, such consent or approval shall be deemed to have been given.

Conduct on Premises

(a) The Contractor agrees that all persons working for and on behalf of it whose duties bring them upon the University's premises shall obey all applicable rules and regulations established by the University and shall comply with the reasonable directions of the University's officers.

(b) The Contractor shall be responsible for the acts of its employees and agents while on the University's premises and for all injury to persons and damage to property located on University premises caused by its employees and agents. Accordingly, the Contractor shall promptly repair, to the specifications of the University's Director of Building Maintenance and Construction, any damage that it, or its employees or agents may cause to the University's premises or equipment. On the Contractor's failure to do so, the University may repair such damage and the Contractor shall reimburse the University promptly for the cost of repair.

(c) The Contractor agrees that, in the event of an accident of any kind on the University's premises involving any of its employees or agents, the Contractor will immediately notify University officials and thereafter furnish a full written report of such accident.

Codes and Standards

The successful vendor must perform all work under the current codes and standards that are applicable, such as, but not limited to: American Standards Association, National Bureau of Standards, Americans with Disabilities Act, American National Standards Institute, etc. and any federal and local codes and ordinances.

Default of Contractor

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

Encumbrances The Contractor shall at all times keep UAH free and clear from all encumbrances and liens asserted against or on account of it or its employees and/or agents, by any person, firm, or corporation for any reason whatsoever. If any such lien shall at any time be filed against UAH's premises, and the Contractor shall fail to cause such lien to be removed or discharged (by payment or bond or otherwise) within ten (10) days after being notified of the filing of such lien, the UAH may, but shall not be obligated to, discharge the same. All costs and expenses (including attorney's fees) incurred by UAH in discharging the lien shall either be deducted from any payments due the Contractor or be paid by the Contractor directly to UAH.

Ethics Certification The Contractor hereby certifies that its entering into or performance of this Contract will not violate any provision of the Alabama Ethics Act.

Force Majeure

The Contractor shall notify the University promptly of any material delay in the performance of the work specified and shall state in writing the revised performance date as soon as practicable after the notice of delay. Neither party shall not be liable for delays in performance unavoidably caused by circumstances beyond its control, such as labor disputes, civil disorders, acts of war, acts of god, government action, etc., but it will be liable for all other delay, including specifically that caused by its own fault or negligence.

Hold Harmless Clause

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

Insurance Obligations Including Worker's Compensation and Comprehensive General Liability

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

The successful bidder will be responsible for all insurance and benefit regulations covering the employees engaged in this project. The successful bidder shall file, with Procurement Services of the University of Alabama in Huntsville, in duplicate, a certificate or certificates issued by a company licensed to transact business within the state of Alabama, stating that policies are maintained providing the insurance protection described below. The policy must be filed within 10 working days of verbal notification by The University of Alabama in Huntsville of intent to issue a purchase order. Each policy must contain a requirement that in the event of change or cancellation, written notice be sent by mail to Purchasing Services of the University, referencing the proposal number, within ten (10) days and each must contain a provision waiving any rights of subrogation against the University of Alabama in Huntsville, which might arise by reason of payment under the policies. The coverage must meet the following requirements:

The amounts of such insurance shall not be less than the following:

A. Workmen's Compensation and Employer's Liability:	\$ statutory
B. Comprehensive General Liability Insurance:	
General Aggregate:	\$ 2,000,000
Products Completed Operations Aggregate:	\$ 2,000,000
Personal and Advertising Injury:	\$ 1,000,000
Each Occurrence:	\$ 1,000,000
C. Automobile and Truck Liability, Bodily Injury and Property Damage:	\$ statutory

Interest of Contractor The Contractor covenants that it presently has no interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants that in the performance of this Contract no such person having such interest shall be employed or engaged.

Loss of Contractor's Property

The University shall have no responsibility for the loss, theft, or mysterious disappearance of or damage to equipment, tools, materials, supplies, and other personal property of the Contractor or its employees or agents.

Non-Collusion

Any agreement or collusion among vendors or prospective vendors in restraint of freedom of competition, by agreement to proposal at a fixed price or to refrain from bidding, or otherwise, shall render the proposals of such vendors void. Each vendor certifies that he has not been a party to such an agreement by signing this request for proposal.

Notices Any notice required under this Contract shall be in writing and shall be given by certified mail, return receipt requested, addressed as follows: if to UAH, to the attention of the department representative, The University of Alabama in Huntsville, Huntsville, Alabama 35899; if to the Contractor, to the address shown on the Contract for Professional Service. The name and address to which mailings shall be made may be changed from time to time by a notice mailed as set forth above.

Ownership of Material

Ownership of all data, material, and documentation originated and prepared for the University pursuant to the Request for Proposal shall belong exclusively to the University.

Rejection of Proposals

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

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

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

Technicalities or minor irregularities in a Contractor's proposal which may be waived, when the University determines that it will be in the University's best interest to do so, are mere matters of form not affecting the material substance of a proposal or some immaterial deviation from or variation in the precise requirements of this Request for Proposals and having a trivial or negligible effect on price, quality, quantity or delivery of supplies or performance of the services being procured, the correction or waiver of which will not affect the relative standing of, or be otherwise prejudicial to other Contractors. The University may either give a Contractor an opportunity to cure any deficiency resulting from a technicality or minor irregularity in its proposal, or waive such deficiency where it is advantageous to the University to do so.

Remedies All parties' remedies and rights contained in this Contract shall be cumulative and shall not be in limitation of any other right or remedy which the parties may have.

Representation and Warranties the Contractor covenants that all action required on its part has been taken to authorize and empower it to enter into and perform this Contract and that it has and will continue to have throughout the term of this Contract the full right to perform its obligations hereunder. The Contractor further represents that there are no prior or existing contractual commitments that would prevent it from entering into this Contract or from conducting the activities and carrying out the duties and obligations provided for hereunder.

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 proposal with any University administrator faculty, staff, or members of the Board of Trustees except:

- The Procurement Services representative, any University Procurement Official representing the University administration, or others authorized in writing by the Procurement 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.

State of Alabama Immigration Law: Pursuant to the State of Alabama Immigration Law, by signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party

found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Survival of Terms All covenants, representations, and warranties of the Contractor contained in this Contract shall survive the termination or expiration of this Contract whenever necessary to carry out the reasonably intended purpose thereof.

Unenforceable Provision If any provision of this Contract, as applied to any party or to any circumstance, shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this contract or the validity or enforceability of the Contract as a whole.

Date

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

F.O.B. Point	TERMS	WARRANTY
UAH DESTINATION		
ESTIMATED DELIVERY	YOUR REFERENCE NO.*	QUOTATION EFFECTIVE UNTIL
BUSINESS CLASSIFICATION (see note below):	EMAIL ADDRESS:	

* Your company reference number, if applicable with this proposal quotation.

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

Certification Pursuant To Act No. 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every proposal submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this proposal, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

COMPANY NAME (TYPE OR PRINT)

TELEPHONE NUMBER

SIGNER'S NAME (TYPE OR PRINT)

FAX NUMBER

SIGNATURE

DATE

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

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

State of Alabama Immigration Law

If the successful bidder is located in Alabama or employs an individual or individuals within the State of Alabama, the successful bidder shall provide a copy of its Employment Eligibility Verification (E-Verify) company profile. To expedite the ordering process, this document may be submitted with the proposal response.

If the successful bidder is not located in the State of Alabama and does not employ an individual or individuals within the State of Alabama, the successful bidder shall complete and return the Certification of Compliance form included with this Request for Price Quotation (E-Verify company profile is not required). To expedite the ordering process, this document may be submitted with the proposal response.

If you are not currently enrolled in E-Verify, follow these instructions:

- Log onto www.uscis.gov/everify
- Click "Getting Started" for information about the program, requirements, and enrollment process.
- Click "Enroll in E-Verify" and begin enrollment process.
- When enrollment process is complete, click "Edit Company Profile" and print this one-page document.
- This one-page document must be submitted prior to a contract or purchase order being issued.
- For further assistance please consult the [E-Verify Quick Reference Guide](#).

If you have previously enrolled in E-Verify, follow these instructions:

- Log onto www.uscis.gov/everify
- Click "Edit Company Profile" and print this one-page document.
- This one-page document must be submitted prior to a contract or purchase order being issued.



CERTIFICATION OF COMPLIANCE WITH THE STATE OF ALABAMA IMMIGRATION LAW

The undersigned officer of _____ (Company)
certifies to the Board of Trustees of the University of Alabama that the Company
does not employ an individual or individuals within the State of Alabama.

SIGNATURE OF COMPANY OFFICER

PRINT COMPANY NAME

PRINT NAME OF COMPANY OFFICER

PRINT TITLE OF COMPANY OFFICER

DATE



THE UNIVERSITY of
ALABAMA SYSTEM

VENDOR DISCLOSURE STATEMENT

In compliance with the policies of The Board of Trustees of the University of Alabama, The University of Alabama System Office, this University, and with Alabama state law, this Disclosure Statement shall be completed for all contracts, such as proposals, bids, and contracts, including consulting/professional service contracts unless otherwise exempted (“Agreements”). The Board of Trustees of The University of Alabama reserves the right to refuse to enter into or to cancel, without penalty, any contract or agreement with any entity or individual who does not provide all of the information requested below, or who makes false or incomplete disclosures.

Definitions

For the purposes of this form, the following terms shall have the following meanings:

- **“Agreement.”** Any agreement, contract, memorandum of understanding, or grant document under which goods or services are to be provided by You.
- **“Family Member.”** Your spouse, dependent, an adult child and his or her spouse, a parent, a spouse’s parents, and a sibling and his or her spouse. The term "Dependent" shall include any person, regardless of his or her legal residence or domicile, who receives more than 50 percent of his or her support from the public official or employee or his or her spouse, or who resides with the public official or employee for more than 100 days during the reporting period.
- **“Public Official.”** Any person elected to public office, whether or not that person has taken office, by vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to take a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations.
- **“Relationship.”** Limited to familial or business in nature, or a personal relationship that the existence of which creates a Conflict of Interest or the appearance of a Conflict of Interest that would require disclosure under Board Rule 106.
- **“UAS.”** The Board of Trustees of The University of Alabama, and its constituent divisions including The University of Alabama System Office, The University of Alabama, The University of Alabama at Birmingham, and The University of Alabama in Huntsville.
- **“You.”** Includes, (1) the entity or individual who would be a party to the Agreement, (2) any partner, division or related business, (3) any member of your immediate family or any individual employed by You (that You know to have a direct familial relationship with a UAS employee or official or family member of a UAS employee or official).

1. Name of Entity or Individual Completing this Form (proposed contracting party)

Entity Name:

Individual Name:

Title:

Address Line 1:

Address Line 2:

City, State, Zip:

Telephone:

2. UAS Entity with which you propose an Agreement? (i.e. University, College, Department, etc.)

3. Describe the proposed Agreement:

Goods and services to be provided:

Grant or proposal number (if applicable):

Amount or anticipated amount:

Term:

Is the proposed Agreement the result of a competitive or proposal bid process?

___ Yes ___ No

4. **Have "You" (See definition above) previously provided goods and/ or services to UAS within the current or last fiscal year?** Yes

No

If yes, please provide the following information for each other agreement for such goods and/or services.

Entity Providing Goods or Services: Campus and Department:

Type of Goods/Services: Amount Received:

Entity Providing Goods or Services: Campus and Department:

Type of Goods/Services: Amount Received:

Entity Providing Goods or Services: Campus and Department:

Type of Goods/Services: Amount Received:

If you need to provide further details on goods or services provided to UAS within the current or last fiscal year, please attach an addendum to this Disclosure Statement. An option to attach additional documents will be provided at the end of this form.

5. **Did the amount of goods and/or services identified in response to Question 4 total \$1,000,000 or more?**

Yes No

6. **Do you have a relationship with a UAS employee, UAS Trustee, or Public Official who may directly or indirectly receive any benefit from the proposed Agreement or whose family member may directly or indirectly benefit?**

Yes No

If yes, please provide the following information for each UAS employee, Trustee, or Public Official with whom You have a Relationship.

Name of UAS employee, Trustee, or Public Official:

Campus/department where employed or position held:

Nature of relationship:

Potential Benefit:

Name of UAS employee, Trustee, or Public Official: Campus/department where employed or position held: Nature of relationship:

Potential Benefit:

If you need to provide further information regarding UAS employees, Trustees, or Public Officials with whom You have a Relationship, and who may directly or indirectly benefit from this Agreement, please attach an addendum to this Disclosure Statement. An option to attach additional documents will be provided at the end of this form.

7. Have any paid consultants and/or lobbyists assisted in obtaining the proposed Agreement?

Yes No

If yes, please provide the following information for each consultant or lobbyist.

Name: Address:

Name: Address:

If you need to provide further information regarding paid consultants and/or lobbyists utilized to obtain the proposed Agreement, please attach an addendum to this Disclosure Statement. An option to attach additional documents will be provided at the end of this form.

8. List any current litigation or administrative action that has been filed within the last 3 years, either state or federal, related to public or higher education construction or finance that the contractor or others associated with the firm may have against them.

9. Do you need to attach an addendum? Yes No

Select "Yes" to upload attachments to provide additional answers for any of the previous questions above.

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. By proposing or entering into an Agreement with UAS, I certify that no employee or official of UAS, nor any of their family members or any business with which they may be associated, will receive a benefit from this contract, except as has been disclosed, in writing herein. I will promptly disclose any Relationship which may arise in the future, or any existing Relationship which may become known to me, and update this statement to disclose the same.

Signature

Date