

# REQUEST FOR QUOTATION

## **\*\*THIS IS NOT AN ORDER\*\***

**Return Quotes To:**

The University of Tennessee  
Purchasing Department  
615 McCallie Ave.  
Chattanooga, TN 37403

**Vendor Address**

Place the peel-off label from your New Bid Notice  
Postcard here.

**Information**

**Date:** 04/24/2012  
**RFQ No:**  
**Collective No:** 10040700  
**Return Quote By:** 05/17/2012 1:30 EDT  
**Promised Ship Date: (Furnish)** \_\_\_\_\_  
**Payment Terms: (Furnish)** \_\_\_\_\_  
**FOB UT Dest Unless Otherwise Specified Below**  
\_\_\_\_\_  
**Buyer:** Marcene Weddington  
**Phone:** 423-425-4463  
**Fax:** 423-425-5332

Item	Quantity	UM	Material/Description	Price Per Unit	Net Amount
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UTC WILL RECEIVE QUOTES:

The University of Tennessee at Chattanooga will receive bids at the Purchasing Department until the time stated above. Immediately after the bid closing time, formal bids (i.e. bids scheduled for opening prior to 4:30 p.m.) will be opened publicly, read, and recorded in the presence of directly interested parties.

HAND DELIVER/ COURIER DELIVER (Fedx, UPS, etc.) BIDS TO:

The University of Tennessee at Chattanooga  
Business Services (Purchasing) Department  
103 Administrative Services Building  
400 Palmetto St.  
Chattanooga, TN 37403

MAIL BIDS TO:

The University of Tennessee at Chattanooga  
Purchasing Department  
Dept 4104  
615 McCallie Avenue  
Chattanooga, TN 37403

NOTE: Any potential bidder not otherwise notified by the University of this RFQ/RFP must submit an online INTENT TO BID FORM then enter the company name and address in the Vendor Address space above. The Intent to Bid Form link is found at <http://www.utc.edu/Purchasing> in the Active Requests for Quotation/ Recent Awards section.

NOTICE TO BIDDERS: As an agency of the State of Tennessee there are certain terms and conditions that The University of Tennessee cannot legally accept. BIDS INCLUDING OR REFERENCING TERMS AND CONDITIONS OTHER THAN THOSE REFERENCED BY THE UNIVERSITY IN THIS BID DOCUMENT MAY BE REJECTED.

Include with your bid any documents, contracts, agreements required by the bidder to complete the transaction. Documents submitted after the award may not be accepted and may be cause for disqualification. Faxed bids will not be accepted in response to sealed bid RFQ#s

SUBMITTING RFP/RFQ:

1. On the exterior of the envelope containing your bid or proposal include the following information:

- Collective number
- Date of opening
- Time of opening

(Note: all info above found in upper right corner of this document)

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- Company name and address
- Brief Description/Title of the bid or proposal.
- If required by the RFQ/RFP, supply your TN Contractor License No. and Expiration Date and those of electrical, mechanical, plumbing, and masonry subcontractors.

PLEASE QUOTE THE FOLLOWING BUS TRIPS FOR WOMEN'S SOCCER, WOMEN'S VOLLEYBALL AND FOOTBALL TEAM TRAVEL 2012.

NOTE: EACH TEAM'S TRAVEL WILL BE AWARDED SEPARATELY

1. ITEMS #1-6 ARE WOMEN'S SOCCER AND REQUIRE A 45 PASSENGER BUS
2. ITEMS #7-11 ARE WOMEN'S VOLLEYBALL AND REQUIRE A 45 PASSENGER BUS
3. ITEMS #12-16 ARE FOOTBALL AND REQUIRE 2 EACH 56 PASSENGER BUSES FOR ALL TRIPS.
4. ALL BUSES MUST BE RESTROOM EQUIPED
5. ALL BUSES MUST HAVE WIRELESS INTERNET.
6. ALL BUSES MUST HAVE SATELLITE TV
7. ALL BUSES MUST BE 2007 OR NEWER.
8. ALL SOCCER AND VOLLEYBALL TRIPS WILL DEPART FROM GATE #3 OF MCKENZIE ARENA
9. ALL FOOTBALL TRIPS WILL DEPART FROM THE LOAD-IN RAMP OR GATE #1 OF MCKENZIE ARENA.
10. THE VENDOR WILL NOT CHARGE THE UNIVERSITY IF A BUS REPORTS FOR WORK WITH ITEMS #4-6 NOT FUNCTIONAL OR OPERATIONAL.
11. UTC WILL PAY FOR DRIVERS HOTEL ROOM WITH THE TEAM.
12. DRIVERS MUST BE QUALIFIED, LICENSED AND PROFESSIONAL. THEY MUST HAVE A VALID COMMERCIAL DRIVER'S LICENSE TO OPERATE A MOTOR COACH FOR HIRE IN THE UNITED STATES, MEET ALL D.O.T. STANDARDS (FEDERAL AND STATE), HAVE PASSED ALL REQUIRED TESTING, AND HAVE A GOOD DRIVING RECORD.
13. WE REQUEST THE SAME DRIVERS FOR EACH TEAM ON EACH TRIP IF POSSIBLE.
14. ALL VEHICLES PROVIDED UNDER THIS AGREEMENT SHOULD BE OWNED OR LEASED BY

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THE BIDDER. IF IN AN EMERGENCY, SUBCONTRACTING MUST OCCUR, THE SUBCONTRACTOR MUST MEET THE SAME EXCELLENT STANDINGS PROVIDED BY THE BIDDER. ALL MOTOR COACHES PROVIDED MUST BE IN EXCELLENT PHYSICAL AND MECHANICAL CONDITION AND MEET ALL FEDERAL HIGHWAY ADMINISTRATION AND TENNESSEE DEPARTMENT OF TRANSPORTATION REGULATIONS. THE EXTERIOR OF THE BUSES MUST PRESENT AN EXCELLENT APPEARANCE, WELL PAINTED AND CLEAN WITH NO SIGNS OF DAMAGE. THE INTERIOR OF THE BUSES MUST BE A NON-SMOKING ENVIRONMENT, CLEAN WITH UPHOLSTERY AND FLOORING IN EXCELLENT CONDITION. THE RESTROOMS MUST BE CLEAN, WELL MAINTAINED, ODOR FREE AND COMPLETELY FUNCTIONAL AT ALL TIMES. ALL HEAT, AIR CONDITIONING, SEATS AND AUDIO/VISUAL EQUIPMENT SHALL BE FULLY FUNCTIONAL AND IN EXCELLENT OPERATING CONDITION.

15. ALL MOTOR COACHES USED IN THE PERFORMANCE OF ANY TRIP UNDER THIS AGREEMENT SHALL BE FULLY LICENSED TO PROVIDE CHARTER BUS SERVICE THROUGHOUT ALL STATES AND TERRITORIES TRAVELED.

16. IN THE EVENT THAT THE BIDDER IS UNABLE TO PROVIDE A MOTOR COACH WHEN REQUIRED, THE BIDDER SHALL BE RESPONSIBLE FOR OBTAINING EQUIVALENT TRANSPORTATION SERVICES ELSEWHERE WITH A TIME FRAME ACCEPTABLE TO THE ATHLETIC DEPARTMENT. SUCH TRANSPORTATION SHALL MEET ALL SPECIFICATIONS AND EXCELLENT STANDARDS AS REQUIRED OF THE BIDDER BY THIS AGREEMENT. IF THE COST TO OBTAIN EQUIVALENT SERVICES ELSEWHERE IS GREATER THAN THE PURCHASE ORDER PRICE THE BIDDER SHALL BE ASSESSED THE DIFFERENCE BETWEEN THE PURCHASE ORDER PRICE AND THE PRICE PAID FOR THE EQUIVALENT TRANSPORTATION SERVICES.

17. BIDDER REQUIRED TO FURNISH ALL DRIVERS WITH DETAILED, ACCURATE DIRECTIONS TO ALL DESTINATIONS AND RETURN AS WELL AS VERIFYING ALL TRIPS WITH THE AUTHORIZED UNIVERSITY LIAISON PRIOR TO DISPATCH.

18. DRIVERS MUST HAVE A RADIO, CELLULAR AND/OR PAGER COMMUNICATIONS.

19. THE BIDDER MUST HAVE AVAILABLE ON-ROAD SERVICE ARRANGEMENTS AND/OR AN ACCEPTABLE REPLACEMENT VEHICLE(S) IN THE EVENT OF AN ACCIDENT OR MECHANICAL FAILURE. ANY ADDITIONAL COST INCURRED BY THE UNIVERSITY TO OBTAIN ALTERNATE TRANSPORTATION AS A RESULT OF THE BIDDERS INABILITY TO COMPLETE THE TRIP AS REQUIRED AND SCHEDULED WILL BE DEDUCTED FROM ANY AMOUNT DUE THE BIDDER.

20. SHOULD THE BIDDER ARRIVE MORE THAN ONE (1) HOUR BEHIND SCHEDULE, ALL CHARGES CONNECTED WITH ALTERNATE ARRANGEMENTS EITHER BY UNIVERSITY

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PERSONNEL OR CONTRACTOR, WILL BE THE RESPONSIBILITY OF THE BIDDER.					
21. BIDDER MUST HAVE 24 HOUR DISPATCHING 7 DAYS A WEEK.					
22. ALL BUSES MUST BE READY TO BOARD AND LOAD AT LEAST 30 MINUTES BEFORE DEPARTURE TIME.					
00001	1	EA	CLEMSON TOURNAMENT	_____	_____
1 BUS TO PICK TEAM UP ON 8/30/12 AT 5:00 P.M. GOING TO CLEMSON, SC. PLAY ON 8/31 AND 9/1 AND RETURN TO CHATTANOOGA AFTER THE LAST MATCH ON SATURDAY.					
00002	1	EA	INDIANA TOURNAMENT	_____	_____
1 BUS TO TAKE TEAM TO THE INDIANA TOURNAMENT IN BLOOMINGTON, ILL. DEPART 9/13/12 AT 5:00 P.M. PLAY 9/14 AND 9/15 AND RETURN TO CHATTANOOGA AFTER THE LAST MATCH SATURDAY.					
00003	1	EA	NORTH CAROLINA	_____	_____
1 BUS TO TAKE TEAM TO ELON AND THEN ON TO UNC-GREENSBORO DEPARTING 10/4/12 AT 5:00 P.M. GOING TO ELON, NC PLAY ELON ON FIRDAY, 10/5 PLAY UNCG ON SATURDAY, 10/6 AT 6:00 P.M. AND RETURN TO CHATTANOOGA AFTER THE MATCH.					
00004	1	EA	CHARLESTON, SC	_____	_____

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Item	Quantity	UM	Material/Description	Price Per Unit	Net Amount
			1 BUS TO TAKE TEAM TO CHARLESTON, SC FOR MATCHES WITH COLLEGE OF CHARLESTON AND THE CITADEL. DEPARTING FRIDAY, 10/12 AT 5:00 P.M. PLAY C OF C ON SATURDAY PLAY THE CITADEL ON SUNDAY AT 3:00 P.M. AND RETURN AFTER THE MATCH.		
00005	1	EA	GREENVILLE, SC	_____	_____
			1 BUS TO TAKE TEAM TO A MATCH WITH FURMAN UNIVERSITY. DEPARTING 10/26 AT 5:00 P.M. PLAY SATURDAY, 10/27 AT 2:00 P.M. AND RETURN AFTER THE MATCH.		
00006	1	EA	NORTH CAROLINA	_____	_____
			1 BUS TO TAKE TEAM TO MATCHES WITH WESTERN CAROLINA AND APPALACHIAN STATE. DEPARTING 11/8 AT 5:00 P.M. GOING TO CULLOWHEE, NC. PLAY WCU ON FRIDAY, 11/9 AT 6:00 P.M. PLAY ASU ON SATURDAY, 11/10 AT 7:00 P.M. AND RETURN TO CHATTANOOGA AFTER THE MATCH.		
00007	1	EA	TENNESSEE	_____	_____
			1 BUS TO TAKE TEAM TO MATCHES IN NASHVILLE AND CLARKSVILLE, TENNESSEE. DEPARTING 8/31/12 AT 2:00 P.M. GOING TO LIPSCOMB COLLEGE PLAY LIPSCOMB FRIDAY, 8/31 AT 7:00 P.M. PLAY APSU SUNDAY, 9/2 AT 3:00 P.M. AND RETURN TO CHATTANOOGA AFTER THE MATCH.		

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Item	Quantity	UM	Material/Description	Price Per Unit	Net Amount
00008	1	EA	BOILING SPRINGS, NC	_____	_____
			1 BUS TO TAKE TEAM TO A MATCH WITH GARDNER-WEBB UNIVERSITY. DEPART ON 9/6 AT 3:00 P.M. PLAY FRIDAY, 9/7 AT 5:00 P.M. AND RETURN TO CHATTANOOGA AFTER THE MATCH.		
00009	1	EA	N.C. AND GEORGIA	_____	_____
			1 BUS TO TAKE TEAM FOR MATCHES WITH DAVIDSON AND GEORGIA SOUTHERN. DEPARTING THURSDAY, 9/20 AT 3:00 P.M. GOING TO DAVIDSON COLLEGE. PLAY DAVIDSON ON FRIDAY 9/21 AT 7:00 P.M. AFTER MATCH GO TO STATESBORO, GA. PLAY GSU AN SUNDAY, 9/23 AT 2:00 P.M. AND RETURN TO CHATTANOOGA AFTER THE MATCH.		
00010	1	EA	GREENVILLE, SC	_____	_____
			1 BUS TO TAKE TEAM TO MATCH WITH FURMAN UNIVERSITY. DEPARTING SATURDAY, 9/29 AT NOON. PLAY FURMAN SUNDAY, 9/30 AT 2:00 P.M. AND RETURN TO CHATTANOOGA AFTER THE MATCH.		
00011	1	EA	CHARLESTON, SC	_____	_____
			1 BUS TO TAKE TEAM TO MATCHES WITH COLLEGE OF CHARLESTON AND THE CITADEL. DEPARTING THURSDAY, 10/11 AT 1:00 P.M. PLAY C OF C ON FRIDAY, 10/12 AT 7:00 P.M.		

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			PLAY THE CITADEL ON SUNDAY, 10/14 AT 2:00 P.M. AND RETURN TO CHATTANOOGA AFTER THE GAME.		
00012	2	EA	JACKSONVILLE, AL	_____	_____
			2 BUSES TO TAKE TEAM TO A GAME WITH JACKSONVILLE STATE UNIVERSITY AND RETURN AFTER THE GAME. ONE DAY TRAVEL SATURDAY, 9/8 AT NOON.		
00013	2	EA	CHARLESTON, SC	_____	_____
			2 BUSES TO TAKE TEAM TO CHARLESTON, SC FOR A GAME WITH THE CITADEL. DEPART FRIDAY, 9/28 AT 10:00 A.M. PLAY SATURDAY, 9/29 AT 6:00 P.M. AND RETURN TO CHATTANOOGA AFTER THE GAME.		
00014	2	EA	GREENVILLE, SC	_____	_____
			2 BUSES TO TAKE TEAM TO A GAME WITH FURMAN UNIVERSITY. DEPART FRIDAY, 10/12/ AT 1:00 P.M. PLAY FURMAN 10/13, AT 6:00 P.M. AND RETURN TO CHATTANOOGA AFTER THE GAME.		
00015	2	EA	CULLOWHEE, NC	_____	_____
			2 BUSES TO TAKE TEAM TO A GAME WITH WESTERN CAROLINA UNIVERSITY. DEPART FRIDAY, 11/2 AT 1:00 P.M. TEAM WILL BE STAYING IN CHEROKEE, NC PLAY WCU ON SATURDAY, 11/3 AT 6:00 P.M. AND RETURN TO		

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			CHATTANOOGA AFTER THE GAME.		

00016                      2                      EA                      SPARTANBURG, SC

2 BUSES TO TAKE TEAM TO A GAME WITH WOFFORD UNIVERSITY.  
DEPART ON FRIDAY, 11/9 AT 1:00 P.M.  
TEAM WILL BE STAYING IN GREENVILLE, SC  
PLAY WOFFORD ON SATURDAY, 11/10 AT 6:00 P.M. AND RETURN  
AFTER THE GAME.

UTC'S TECHNICAL CONTACT: Mike Royster (423)425-4567

**AWARD CONSIDERATION:**

The University reserves the right to issue any resulting order with the firm whose proposal in the University's judgment most nearly conforms to the University's specifications and will best serve the needs of the University as described herein. The University will consider as factors in the award decision, price, warranty, service, financial capability, compliance with specifications/intent, availability to perform, and other parameters relevant to the University's needs. UTC reserves the right to waive all technicalities in selecting or rejecting any or all bids which satisfy or fail to satisfy respectively, the University's best interests.

The University further reserves the right to split its requirements for subject items if such represents the best interests of the University.

On occasion, the University may require clarification and explanation from responsive offers during bid evaluations and analyses. In such events, the University reserves the right to conduct such deliberations and negotiations with any or all bidders to ensure a complete understanding of the University's intent and expectations for the project sought.

**CONTRACT SERVICES INSURANCE:**

**CERTIFICATE OF INSURANCE-** The successful bidder shall file with the Purchasing Department of The University of Tennessee at Chattanooga, prior to commencing work, an appropriate certificate of insurance, in duplicate, evidencing compliance with the insurance requirements cited below and/or as contained in the bid specifications. Each policy shall contain a requirement that, in the event of change or cancellation, twenty (20) days prior written notice must be sent by mail to the Purchasing Department of The University of Tennessee at Chattanooga, Chattanooga, Tennessee 37403. Each shall contain a provision waiving any



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right of subrogation against The University of Tennessee at Chattanooga which might arise by reason of any payment under the policies.

Insurance must be equal to or greater than the state of Tennessee minimums.

ADDITIONAL INSURED- The certificate of insurance shall name the University of Tennessee as an additional insured under the required policies of liability insurance set forth in the insurance requirements of the specifications.

INSURANCE REQUIREMENT- The successful bidder who provides products and services must have the following insurance coverage:

- A. Workers compensation and industrial diseases insurance in the statutory amounts, and employers liability in the amount of \$500,000.
- B. General liability insurance or comprehensive general liability insurance, including contractual liability, products/completed operation, and contractors broad form liability in an amount equal to \$1,000,000 combined single limits of liability.
- C. Automobile liability insurance, including non-owned and hired automobiles, in an amount equal to \$500,000 combined single limits of liability.
- D. In the event the university is soliciting bids for chartered ground transportation services for vehicles with the capacity of 16 or more passengers, the university will require automobile liability insurance, including non-owned and hired automobiles, in an amount equal to \$5,000,000 combined single limits of liability.

Such insurance shall be written by insurers acceptable to the University Of Tennessee. The certificate of insurance shall indicate whether the policies of insurance are written on a claims-made or on an occurrence basis.

**ACKNOWLEDGEMENT OF ADDENDUM**

In the event that an addendum or bulletin or a supplemental drawing(s) is issued, the bidder must acknowledge receipt of same in his/her bid.

**DECLARATION STATEMENT:**

The respondent hereby states that he, his employees, agents, independent contractors and proposed contractors have \_\_\_\_\_, or have not \_\_\_\_\_ (please indicate appropriate answer and be specific) been convicted, or either pled guilty or "nolo contendere" to any contract crime. If your response is affirmative,

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please explain circumstances and the occasion.

Failure to complete this statement shall be cause for your bid being considered non-responsive to this Request for Quotations and subject to rejection.

**TENNESSEE LAW:**

All vendors must comply with the laws of Tennessee which require such person or entity to be authorized and/or licensed to do business in this state. Applicable statutes may exempt or exclude the successful vendor from requirements that it may be authorized and/or licensed to do business in this state. Notwithstanding this fact, all matters and disputes arising or to arise under the contract and performance thereof shall be subject to the jurisdiction and process of the courts of the state of Tennessee, including any questions as to liability for taxes, licenses or fees levied by the state or its political subdivisions.

**ATTACHMENTS:**

Bidder shall be responsible to comply with the referenced or attached documents that are made a part hereof.

1. General Bid Conditions\*
2. Special Bid Conditions\*

\*These documents are found online at <http://www.utc.edu/purchasing/>. If you are unable to access these documents, contact UTC Purchasing Department at (423) 425-4461 and hard copies will be provided.

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IF THE BIDDER TAKES EXCEPTION TO ANYTHING IN THE SPECIFICATIONS OR TERMS AND CONDITIONS, THE EXCEPTION MUST BE LISTED BELOW. IF NECESSARY, YOU MAY SUPPLEMENT WITH AN ATTACHMENT. IF NO EXCEPTIONS ARE TAKEN, WRITE "NONE" IN THE AREA FURNISHED BELOW. IF NO COMMENTS ARE FURNISHED, IT WILL BE ASSUMED THAT NO EXCEPTIONS ARE BEING TAKEN.

CERTIFICATION: MY COMPANY IS CLASSIFIED AS A:

NOTE: It will be assumed that business category is large if no response is furnished.

LARGE BUSINESS \_\_\_\_\_ SMALL BUSINESS \_\_\_\_\_ WOMAN OWNED \_\_\_\_\_ DISABLED VETERAN \_\_\_\_\_

PLEASE INDICATE BELOW ONLY IF YOUR FIRM IS AT LEAST 51 PERCENT OWNED BY A MEMBER(S) OF THE FOLLOWING GROUPS

AFRICAN AMERICAN \_\_\_\_\_ HISPANIC AMERICAN \_\_\_\_\_ ASIAN AMERICAN \_\_\_\_\_ NATIVE AMERICAN \_\_\_\_\_

IT IS UNDERSTOOD AND AGREED THAT THIS BID, WHEN CERTIFIED BY AN AUTHORIZED SIGNATURE, SHALL CONSTITUTE AN OFFER WHICH WHEN ACCEPTED IN WRITING BY THE UNIVERSITY'S PURCHASING DEPARTMENT AND SUBJECT TO THE TERMS AND CONDITIONS OF SUCH ACCEPTANCE, WILL CONSTITUTE A VALID AND BINDING CONTRACT BETWEEN THE UNIVERSITY OF TENNESSEE AND THE BIDDER/CONTRACTOR SUBMITTING SUCH OFFERING.

WE OFFER TO SELL TO YOU THE ABOVE MATERIAL(S) OR SERVICES AT THE PRICE AND TERMS SPECIFIED HEREON AND IN ACCORDANCE WITH THE UNIVERSITY'S GENERAL AND ANY SPECIAL BID CONDITIONS FURNISHED AND INCORPORATED INTO THIS DOCUMENT. ALL EXCEPTIONS, ALTERNATIVE MATERIALS, OR SPECIFICATIONS IF ANY HAVE BEEN CLEARLY INDICATED. IF YOU HAVE ANY QUESTIONS ABOUT THIS REQUEST FOR QUOTATION, CONTACT THE BUYER AT THE ADDRESS OR TELEPHONE NUMBER SHOWN ABOVE.

WHEN OFFERING A "NO BID", PLEASE INDICATE YOUR REASON(S) BELOW AND RETURN THIS INFORMATION WITH YOUR RESPONSE.

\_\_\_\_\_ DO NOT HANDLE THIS TYPE EQUIPMENT \_\_\_\_\_ CANNOT MEET SPECIFICATIONS  
\_\_\_\_\_ CANNOT MEET REQUIRED DELIVERY \_\_\_\_\_ MATERIALS NOT AVAILABLE  
\_\_\_\_\_ OTHER (SPECIFY) \_\_\_\_\_

IN COMPLIANCE WITH THE REQUIREMENTS OF CHAPTER 878, PUBLIC ACTS OF 2006, THE CONTRACTOR HEREBY ATTESTS THAT THE CONTRACTOR SHALL NOT KNOWINGLY UTILIZE THE SERVICES OF AN ILLEGAL IMMIGRANT IN THE PERFORMANCE OF THIS CONTRACT AND SHALL NOT KNOWINGLY UTILIZE THE SERVICES OF ANY SUBCONTRACTOR WHO WILL UTILIZE THE SERVICES OF AN ILLEGAL IMMIGRANT IN THE PERFORMANCE OF THIS CONTRACT.

ALL FIRMS WISHING TO DO BUSINESS WITH THE UNIVERSITY MUST LIST THEIR FEDERAL TAX ID NO. OR SOCIAL SECURITY NO. (IF INDIVIDUAL) IN THE SPACE PROVIDED:

TAX ID OR SSN: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name and Company Name)

\_\_\_\_\_  
(Telephone #, Toll free if available)

\_\_\_\_\_  
(E-Mail Address)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(FAX #)

\_\_\_\_\_  
(WEB Site Address)