

THE UNIVERSITY OF ALABAMA

INVITATION FOR BID

T- 052994
NAME Searcy Building Mailboxes

ADDENDUM # 1
1/11/13

ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

IMPORTANT: RESPONSE TO RFQ MUST BE RECEIVED BY Thursday 17, 2013 @ 2:00 P.M. CST

Offeror must acknowledge receipt of this and any addendum as stated in the Invitation For Bid.

The following shall become part of the Invitation For Bid.

Section 10.0 revised

Please use revised quote sheet below when submitting your bid.

QUOTE THE FOLLOWING:

<u>DESCRIPTION</u>	<u>SIZE</u>	<u>QTY</u>	<u>COST</u>	<u>TOTAL COST</u>
Mailboxes	12" X 3 1/4"	3100	\$_____/Per box	\$_____

(Please find attached drawings for specifications)

Brand_____ Product No._____ QTY_____

<u>ALTERNATE OFFERING</u>	<u>SIZE</u>	<u>QT</u>	<u>COST</u>	<u>TOTAL COST</u>
Mailboxes	_____	_____	\$_____/Per box	\$_____

Brand_____ Product No._____ QTY_____

The IFB may be found at <http://purchasing.ua.edu/pdfs/PendingBids/T0>_____ .pdf

THE UNIVERSITY OF ALABAMA

INVITATION FOR BID

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

INVITATION NO.: T052994	RETURN ALL COPIES OF BIDS TO:
Issue Date: 01/03/13	THE UNIVERSITY OF ALABAMA
Title: Searcy Building Mailboxes	PURCHASING DEPARTMENT
Buyer: Robin Schmitt	(Street Address) 1101 Jackson Ave Suite 3000
Phone: (205) 348-5385	Tuscaloosa, Alabama 35401
Email: rschmitt@fa.ua.edu	OR
	(Mailing Address) Box 870130
	Tuscaloosa, Alabama 35487
	PHONE: (205)348-5230 FAX: (205) 348-8706

Bid Responses may NOT be faxed or emailed.

IMPORTANT: SEALED BIDS MUST BE RECEIVED BY 01/17/13 @ 2:00 P.M. CST TIME

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

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

CERTIFICATION PURSUANT TO ACT NO. 2006-557

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

DISCLOSURE STATEMENT

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

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided in Code of Alabama 6-5-180 that

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

THIS AREA MUST BE COMPLETED

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

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

Please Note New Bid Specification and Requirements Indicated Below

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 bid 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 bid 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
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The following has been added to the University of Alabama's General Terms and Conditions

35. 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.

INVITATION FOR BID

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

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

1.0 GENERAL SPECIFICATIONS

- 1.1 All bid responses, technical information and any other attachments furnished to The University of Alabama in response to this request for quotation must be submitted in duplicate (THE ORIGINAL BID AND ATTACHMENTS WITH ORIGINAL SIGNATURE AND ONE EXACT COPY OF THE ENTIRE BID RESPONSE). Bidders who fail to follow this format may be disqualified from the evaluation and award phase of this bid.
- 1.2 The stated requirements appearing elsewhere in this solicitation shall become a part of the terms and conditions of any resulting contract. Any deviations there from must be specifically defined. If accepted by the University, the deviations shall become part of the contract, but such deviations must not be in conflict with the basic nature of this solicitation.

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

- 1.3 The issuance of a University Purchase Order (P#) or a signed Contract document is required to constitute a contract between the successful Bidder and the University which shall bind the successful Bidder to furnish and deliver the commodities ordered at the prices, terms and conditions quoted and in accordance with the specifications of this Solicitation as well as the terms and conditions of the University's Purchase Order or Contract. No shipments are to be made to The University of Alabama without the issuance of a Purchase Order (P#). (Bidders are not to accept or ship items against a requisition number "R" #.)
- 1.4 Any questions concerning these specifications should be directed to the Buyer listed on the signature page.
- 1.5 No department, school or office at the University has the authority to solicit or receive official Solicitations nor authorize Solicitation or Contract changes other than the Purchasing Department. All solicitations are issued under the direct supervision of the Associate Director for Purchasing and in complete accordance with the State of Alabama Bid Law, Section 41-16-20 and University policies and procedures.
- 1.6 The terms and conditions included in this Solicitation along with any addenda, any University contract and/or University purchase order(s) issued referencing this Solicitation, the University's [General Terms and Conditions](#), [Instructions to Bidders](#) shall constitute the entire and exclusive Contract between the University and the successful Bidder.
- 1.7 **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 bid 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 bid response.

INVITATION FOR BID

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- 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.

2.0 QUALIFICATIONS AND STANDARDS

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

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

3.0 REFERENCES

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

4.0 PRODUCT SPECIFICATIONS

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

5.0 PRICE QUOTATION

- 5.1 **IMPORTANT:** It is required that the PRICE QUOTATION SHEET(S) furnished with this Request for Price Quotation be completed and submitted with your proposal. DO NOT send generated price lists as your bid. Failure to comply with this request may eliminate your bid from consideration in the bid award.
- 5.2 All prices shall be quoted furnish and install (if applicable) FOB The University of Alabama, Tuscaloosa, AL 35487 prepay and allowed. Unit prices quoted must include any and all shipping and handling charges. Any freight claims will be the responsibility of the Bidder. The successful Bidder must transport at the time of set-up, the equipment and supplies necessary for this installation to campus. No direct shipments will be accepted.
- 5.3 It is the Bidder's responsibility to verify any information, measurements and obtain any clarifications prior to submitting the bid response. The University is not liable for any errors or misinterpretations made by the Bidder in response to this Solicitation.
- 5.4 The successful Bidder under the specifications required in this Solicitation shall furnish at its expense all equipment, labor, tools, supplies, transportation, insurance and other expenses necessary to fully perform any phase of the requirements of this Solicitation.
- 5.5 Quote prices firm for a period of ninety (90) days following the bid opening date unless otherwise stated in the Special Conditions. Bids that do not guarantee pricing firm for this period may be eliminated. Failure to quote the term for which your prices will remain firm may eliminate your bid from consideration.
- 5.6 The quoted price must include but not be limited to all cables, wires, connectors, etc. to make a complete functioning unit unless specifically stated in the special conditions.
- 5.7 Include with your bid response complete details of your company's Return Merchandise policy, including, but not limited to, amount of any restocking fee required, procedures, limitations, contact person and phone number. While the University does not enter into any purchase with the intent to return items ordered, we do require this information be included with your bid response. Failure to include this information may be grounds for elimination of your bid from consideration.

6.0 DELIVERY, INSTALLATION AND TRAINING REQUIREMENTS

- 6.1 Proposed delivery dates shall be stated in number of calendar days after receipt of order.
- 6.2 All items must be delivered directly to the University by the successful Bidder and placed according to the instructions supplied by the University.

7.0 INSURANCE

- 7.1 See [General Terms and Conditions](#) for general Insurance Requirements, Additional Insurance requirements may be listed in the Special Conditions Section.
- 7.2 The successful Bidder shall provide the University Purchasing Department a certificate of insurance listing the required types of insurance and minimum liabilities specified in the [General Terms and Conditions](#) unless otherwise modified in the Special Conditions.
- 7.3 The certificate must be received by The University of Alabama Purchasing Department within three (3) days of request. Failure to comply with this request may eliminate your bid from consideration in the bid award.
- 7.4 The University reserves the right to terminate any resulting contract, if the Bidder fails to keep these policies in force for the above amounts or for the duration of the contract period.
- 7.5 The umbrella policy must be listed on the insurance certificate with an explanation of the coverage.

8.0 RESTRICTIONS ON COMMUNICATIONS WITH UNIVERSITY STAFF

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

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

If violation of this provision occurs, the University reserves the right to reject the Bidder's response to this Solicitation.

INVITATION FOR BID

9.0 SPECIAL CONDITIONS

- 9.1 The University of Alabama is requesting sealed bids to establish a contract upon date of award to Furnish, and Deliver Mailboxes as per attached general and technical specifications or equal.
- 9.2 This bid is for product only.
- 9.3 It is the intent of the University to award this contract based on the product specifications listed in this contract. See Product Specification sheets from Florence Manufacturing Company as basis of design. Please quote per specifications or equal.
- 9.4 Specify all terms and conditions of the warranties associated with the products you are quoting. Warranty information MUST be included with your bid response.
- 9.5 The Brand, Product/Model number you are quoting must be provided on the bid quotation sheet.
- 9.6 The manufacturer's published technical specifications must be included with your response.
- 9.7 The University of Alabama does not guarantee any specific quantity will be purchased during the contract period.
- 9.8 Delivery is needed April 1, 2013.
- 9.9 The quoted costs must include the Product, Materials, Freight and Shipping Cost. Quote prices FOB The University of Alabama Prepaid and Allowed delivered unless otherwise noted in Solicitation.
- 9.10 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.
- 9.11 Must use dial combination locks. The combination must be of good quality. The combination must be easily removed by staff, so we can swap locks to other mailboxes (not cambi locks).
- 9.12 Box numbers will need to be engraved into the boxes.
- 9.13 Doors need to be reinforced to prevent break-ins.
- 9.14 One piece extruded hinge to prevent prying.
- 9.15 Rear loading with no master door.
- 9.16 Multiple architectural color choices.
- 9.17 The University of Alabama needs a price on how many boxes (10 ½ w by 2 1/8 h) will fit in the allocated space. The vendor can also provide different quantities and sizes to accommodate the space.
- 9.18 25 additional combination locks will need to provide.

INVITATION FOR BID

10.0 QUOTE SHEET

SCOPE: The University of Alabama is requesting sealed bids to establish a contract upon date of award to Furnish, and Deliver Mailboxes as per attached general and technical specifications or equal.

IMPORTANT: The quoted costs must include the Product, Materials, Freight and Shipping Cost. Quote prices FOB The University of Alabama Prepaid and Allowed delivered unless otherwise noted in Solicitation.

QUOTE THE FOLLOWING:

<u>DESCRIPTION</u>	<u>SIZE</u>	<u>QTY</u>	<u>COST</u>	<u>TOTAL COST</u>
Mailboxes	10 ½ w by 2 1/8 h	3100	\$_____/Per box	\$_____

(Please find attached drawings for specifications)

Brand_____ Product No._____

<u>ALTERNATE OFFERING</u>	<u>SIZE</u>	<u>QTY</u>	<u>COST</u>	<u>TOTAL COST</u>
Mailboxes	_____	_____	\$_____/Per box	\$_____

Brand_____ Product No._____

11.0 UNANTICIPATED ITEMS

This section allows for the purchase of unanticipated items to be purchased under this contract. Please quote your firm percentage mark-up above your cost that will apply for the duration of this contract. Please note when a University department contacts you for a quote for items that fall under this section your quote must show your cost, the percentage mark-up you quoted below and then the extended price the University will be expected to pay.

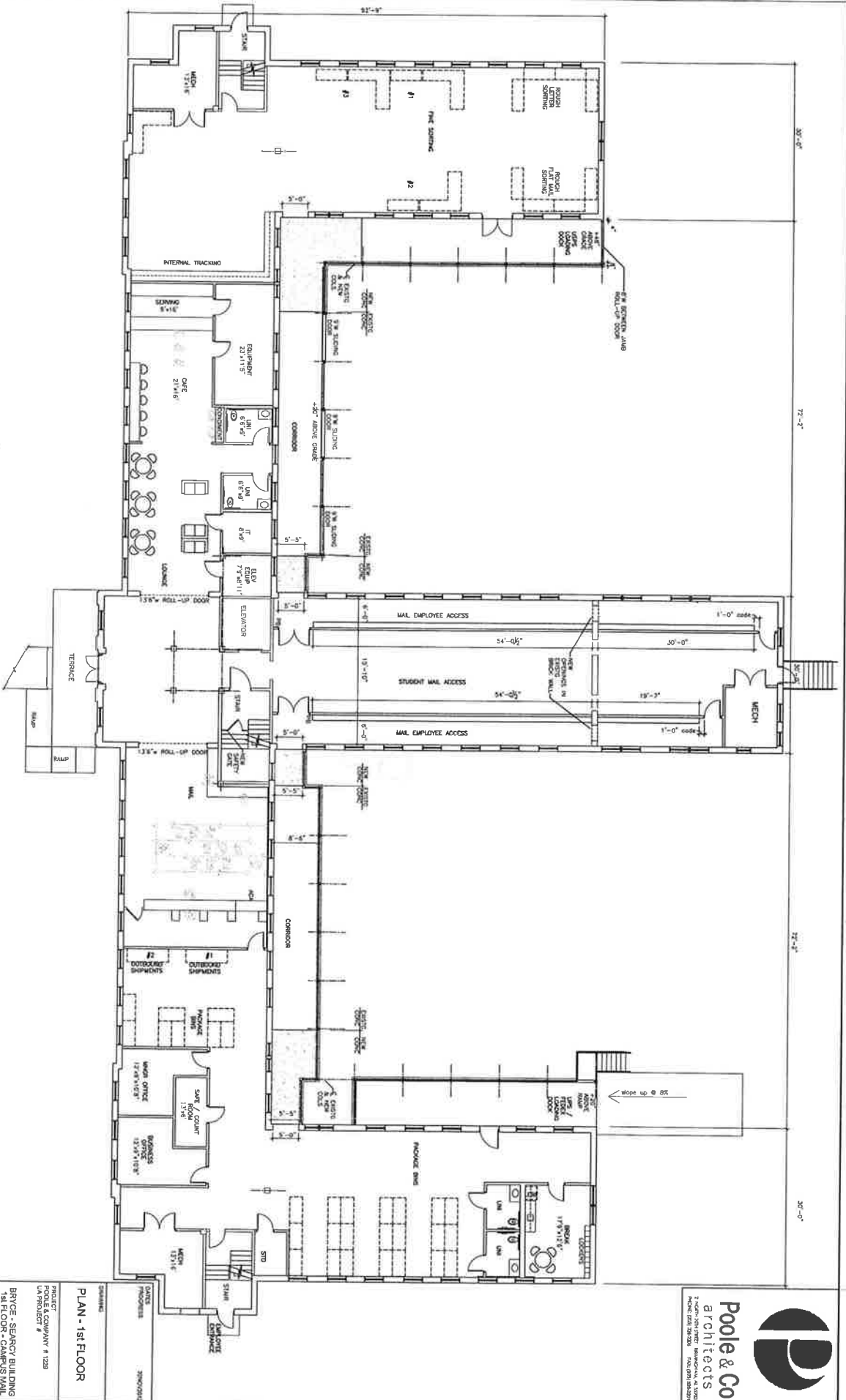
Cost Plus _____% Mark-up

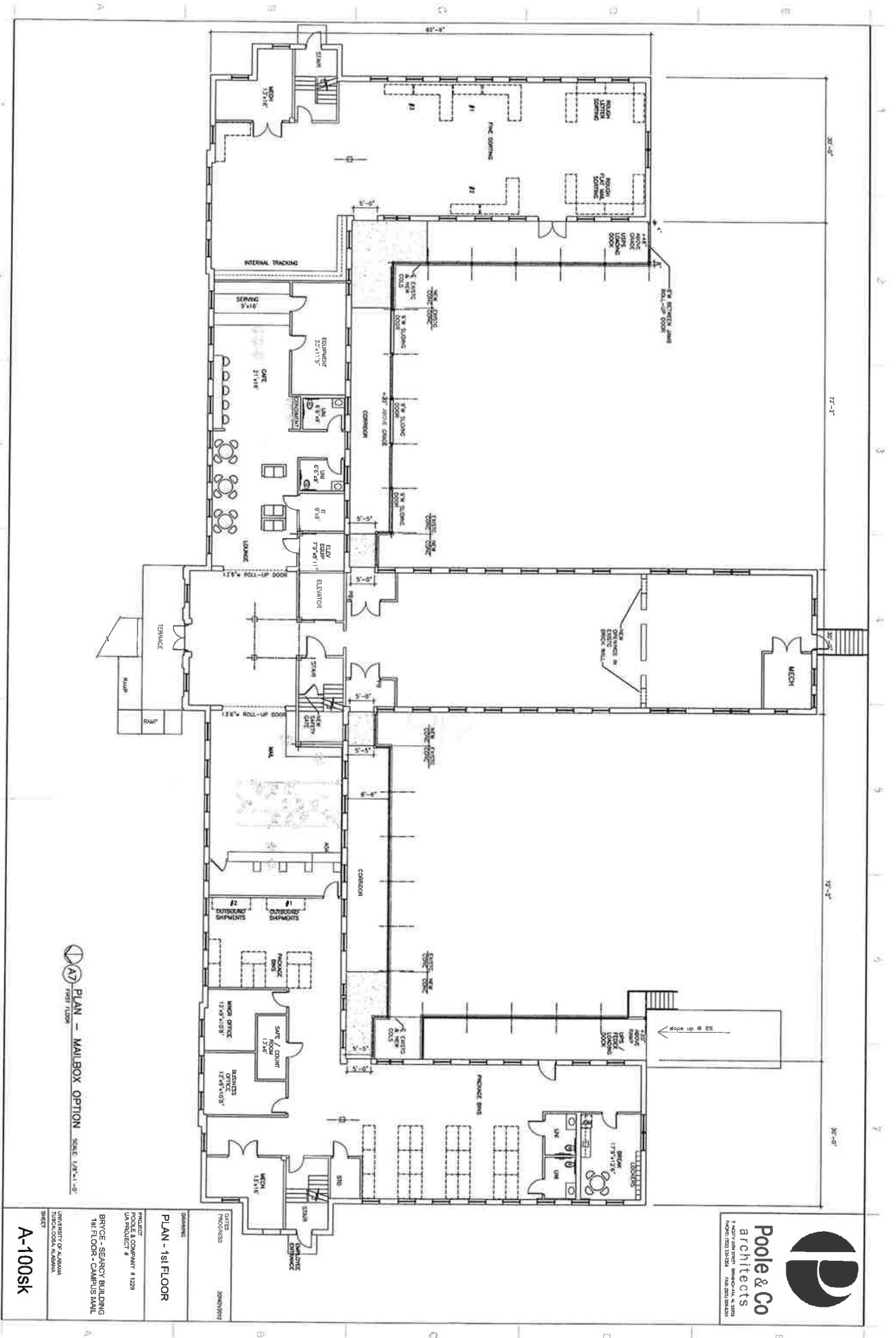
12.0 WARRANTY INFORMATION:

Can you meet the delivery requirement of April 1, 2013? YES _____ NO _____

If no please explain _____

Please indicate if you can accept ACH payments (direct deposit): YES _____ NO _____









STD-4C Mailboxes and Accessories

Product Overview

New USPS regulations related to wall-mounted, clustered type of mailboxes were introduced in 2004 and were the first changes to “apartment style” mailboxes in more than 30 years. This STD-4C regulation replaces all previous regulations for mailboxes such as those which were previously approved under STD-4B and STD-4B+.

Governing the design layout and installation for both indoor and outdoor applications, this regulation came into full effect on October 5, 2006. It introduced a new parcel locker requirement and provided enhanced security requirements for the entire mailbox receptacle while simultaneously creating larger compartment sizes to accommodate today’s mail sizes (see page 5).

As STD-4C compliant mailboxes are much larger than their predecessor STD-4B+ horizontal mailboxes, taking nearly three times the space of any previous

wall-mounted designs, be sure to provide adequate space for the mailboxes themselves as well as sufficient maneuvering space for tenant mail retrieval and USPS mail loading.

The modular design of the STD-4C mailbox system makes it a very flexible solution. Plus, with secured outgoing mail slots required in each module, units are ideal for stand-alone solutions as well as multi-module layouts.

The extensive Florence line of STD-4C mailboxes has numerous industry exclusive standard features and accessories providing greater design flexibility and installation solutions than any other STD-4C mail equipment available on the market today. In addition, Florence offers the ability to configure individual modules to accommodate customized projects.



Suggested Applications

- Commercial
- Residential
- Single-Family
- Multi-Family
- Industrial
- Retail Shopping Ctrs
- Dormitories
- Office Mail Rooms
- Private Postal Centers
- Government Agencies
- Colleges/Universities
- K-12 Schools
- Financial Institutions
- Military Bases
- Health Care Facilities

In this section:



versatile™ 4C Mailboxes

THE Standard For Centralized Mail Delivery



Product Features

- Over 80 standard pre-configured modules to choose from with integrated parcel lockers (15" H and/or 18" H each)
- Thicker, reinforced collection door to prevent break-ins
- Integrated Outgoing Mail Slot with weather protection hood and anti-fishing comb
- Solid aluminum mail slot frame protects adjacent customer and collection compartments
- Master front-loading door has interlocking, overlapping seams to prevent prying
- Hardy stainless steel latching hook cam on every tenant door
- One piece extruded hinge to prevent prying
- Double-latching parcel locking mechanism design for added door security and strength
- Exclusive multi-unit connector kit hardware supplied with every module for easier installation across larger openings
- Rugged, weather-resistant powder coat finish available in 12 architectural colors

Did you know?

Serving on the USPS Apartment Mailbox Consensus Committee, Florence was proud to be part of the leadership team who worked to develop the new standard 4C regulation and specification.

versatile™ 4C mailbox suites

Flexibility Without the Fuss

Florence versatile™ 4C mailboxes provide a simple, easy-to-use 'pre-configured' suite of mailboxes which all meet or exceed every security requirement of the USPS STD-4C regulation for wall-mounted mail receptacles. By providing nine "suite" height options, adding the right module to your installation is quick and easy.

Offering over 80 different individual modules to select from, PLUS configurable options, Florence has the most extensive line of USPS Approved 4C products and installation accessories on the market today.



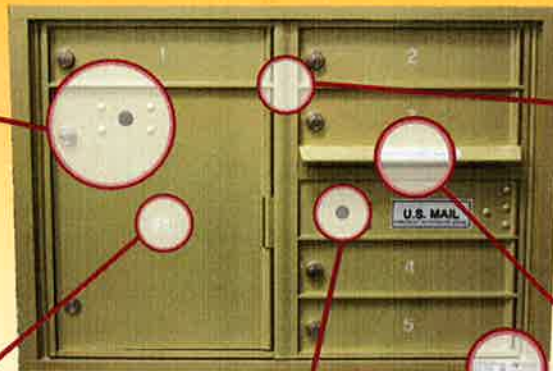
florencemailboxes.com/4C



STD-4C Mailboxes



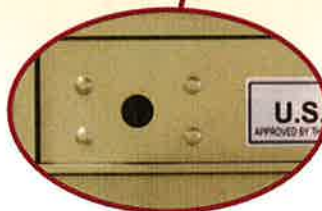
Fully integrated parcel locker(s) with key trapping lock



Interlocking, overlapping seams to prevent prying



Standard 3/4" H engraving (black or white color fill optional)



Solid aluminum integrated outgoing mail collection compartment prepared for USPS installed Arrow Lock



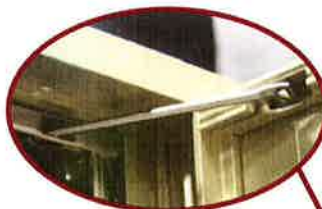
Integrated Outgoing Mail Slot with weather protection hood



Heavy duty tenant cam lock with three keys



Product and manufacturer ID serial tag



Stainless steel hold open door catch on each side of master gate



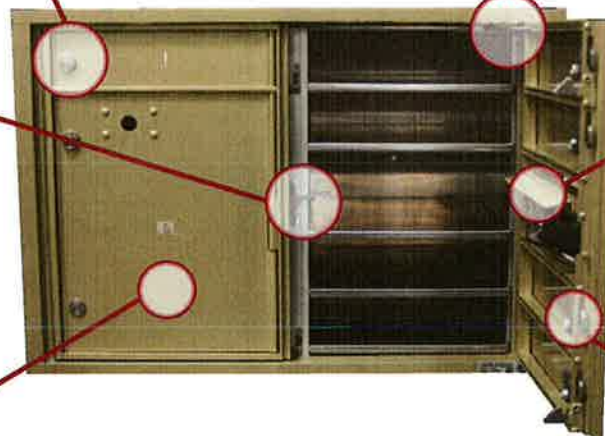
Easy release handle to open master gate



Aluminum comb prevents mail fishing in outgoing mail collection compartment



Rugged, weather-resistant powder coat finish



Heavy duty cam latches through frame for added security



versatile™ 4C Mailboxes

Features and Options



Extensive Options

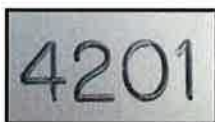
The Florence versatile™ 4C mailbox suites provide unsurpassed flexibility in creating your perfect centralized mail delivery center with nearly limitless combinations of options. Begin by selecting your ID and color options, then choose the mailbox sized to fit your needs, and finally the manner in which it will be mounted.

Door ID Options

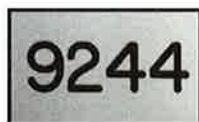
Multiple door identification options including decals or engraving, with several font and color choices.



Decal Numbers
(1-1/2"Hx1-3/4"W)



Standard Engraving
(3/4" H)



Engraved with Color Fill
(Black or White)



Lock Options

Select STD-4C tenant compartment lock based on Postal or Private Delivery application needs.



K91910



K64653



K64654



Engraving Options

Florence utilizes the USPS Standard **US Block** font for all engraving. This 3/4" high engraving may be created with or without color fill, and can contain up to 12 characters per line. Five additional font options are also available.

1234567890 - A
US BLOCK

1234567890 - A
ROCKWELL

1234567890 - A
HANDWRITING

1234567890 - A
PLAYFUL

1234567890 - A
CONTEMPORARY

1234567890 - A
TECHNICAL

Color Options

Customize your versatile™ 4C mailbox with 12 different architectural powder coat finishes



Module Options

USPS and Private STD-4C Mailboxes

Over 80 individual mailbox modules are available, all of which can be customized with oversized doors and lock options for both postal and private delivery applications.



Trash Bins and Collection Boxes

These additional collection and disposal modules can accompany your mailbox installation, or be used as a stand alone collection or trash/recycling center.



Master Loading Options

Front-loading 4C Modules

Includes a Master Loading Door prepared for USPS installed Arrow Lock which allows the front gate to be opened for access to all compartments simultaneously by USPS delivery carrier.



Rear-loading 4C Modules

Includes a Rear Access Cover which can be opened from a secure room, to allow access to all mail and parcel compartments simultaneously by USPS carrier for postal delivery or a facility representative for private delivery.



Mounting Options

Recessed Mounting

4C Modules recessed into a wall, are available in both front- and rear-load configurations. Florence's exclusive **Multi-Unit Connector Kit (MUCK)** can be used to secure multiple units across a larger rough opening, eliminating the need for studs.



Surface Mounting

By utilizing the surface-mount collar, 4C modules can be installed flush on a wall.

Note: Only front-loaded modules can be installed using the surface-mount collar. (See details on page 32.)



Pedestal Mounting

A pedestal mounted module provides additional flexibility for any private delivery application.

Note: Pedestal mount system is not approved for USPS delivery. (See details on page 38.)



Kiosk Mounting

Three industry-unique kiosk mounting options provide greater flexibility in creating the perfect sized free-standing solution for any project. (See details on pages 33 - 37.)



versatile™ 4C Mailboxes

Unique Features and Custom Options



Enhance your project with Florence's industry unique STD-4C features

Florence knows there are times when a project requires a little something extra and that is why we continue to work with building and design professionals to ensure that we're developing and offering products needed for today's unique situations.

The robust versatile™ 4C mailbox suites come with an entire line of accessories and additional industry exclusive features and options. This comprehensive line of accessories provide the flexibility to customize any mailbox installation; adding project unique options that are sure to please every resident.

Unique Features

- Custom silver adhesive decals (available up to six characters)
- Custom engraving for tenant door ID options with six fonts to choose from and two color-fill options: black, white (see page 22 for details)
- Combination lock option for private use applications; 3- or 4-digit dial
- Configurable options to swap single tenant doors (3-1/4" H x 12" W) for double-, triple-, quadruple-, and even quintuple-high doors, creating larger tenant compartments and endless module options
- Ability to swap standard outgoing mail compartment with a larger mail collection compartment of either a two-, three-, four- or five-high collection unit
- Outgoing Mail slot plug kit
- Additional parcel locker heights for both postal and private delivery
- Pre-engineered mail station kiosk kits (with and without roof) for ease in creating an outdoor mail center (see pages 33 - 37 for details)
- Trash/recycling bin modules and collection modules available to match most versatile™ 4C mailbox suites
- Customized slot options for rent, video, book drop, etc. for private delivery applications



florencemailboxes.com/4C



4C Module Custom Door Options/Sizes (All doors are 12" W; All compartments are 15" D)

	Tenant Doors 12" W	Outgoing Mail Collection Doors 12" W	Tenant Doors with Drop Slot 12" W	* Not USPS Approved... Private Delivery Only
One-High (3-1/4" H)			*	Parcel Lockers 12" W *
Two-High (6-3/4" H)			*	*
Three-High (10-1/4" H)			*	*
Four-High (13-3/4" H)			*	*
Five-High (17-1/4" H)			*	*
				Six-High Parcel Locker (20-3/4" H)

Custom Options

Use our online Configurator to customize your STD-4C mailbox installation.

Receive a CAD drawing of your custom installation, and request a quote from an Authorized Florence Dealer.

florencemailboxes.com/configure



Personalized Assistance

Contact our exceptional Customer Service department if your installation requires configuration exceptions outside the list of options provided here. This knowledgeable team would be happy to have Florence's Engineering department explore designing a customized installation specific to your needs.

Our talented and experienced engineers have had the privilege of creating unique, specialized product installations for corporations from the Las Vegas Strip to New York's Wall Street to government agencies in Saudi Arabia.

florencemailboxes.com/customerservice

versatile™ 4C Mailbox Suites

Over 80 Pre-Configured Modules



versatile™ 4C Suites A - E Available in either Front- or Rear-load options

	ROUGH OPENING HEIGHT: 38-1/16"; ROUGH OPENING DEPTH: 17" Minimum (17-1/2" for Rear-load)							
	MODEL	RO WIDTH	ACTUAL WIDTH	WEIGHT (LBS)	# TENANTS	# PARCELS	# COLLECTION BOXES	# BINS
SUITE A 39" UNIT HEIGHT	4CAT8-19	30-5/16"	31-9/16"	120 (F) / 143 (R)	19	0	1	0
	4CAT2-15	30-5/16"	31-9/16"	115 (F) / 138 (R)	15	1	1	0
	4CAT1-4	16-1/4"	17-1/2"	63 (F) / 74 (R)	4	1	1	0
	4CAT6-9	16-1/4"	17-1/2"	67 (F) / 78 (R)	9	0	1	0
	4CAT10	16-1/4"	17-1/2"	55 (F) / 72 (R)	0	2	1	0
	BINA	16-1/4"	17-1/2"	44	0	0	0	1
	HOPA	16-1/4"	17-1/2"	63	0	0	1	0
SUITE B 18" UNIT HEIGHT	ROUGH OPENING HEIGHT: 17-1/16"; ROUGH OPENING DEPTH: 17" Minimum (17-1/2" for Rear-load)							
	MODEL	RO WIDTH	ACTUAL WIDTH	WEIGHT (LBS)	# TENANTS	# PARCELS	# COLLECTION BOXES	# BINS
	4CBT8-7	30-5/16"	31-9/16"	55 (F) / 63 (R)	7	0	1	0
	4CBT2-3	30-5/16"	31-9/16"	55 (F) / 65 (R)	3	1	1	0
	4CBT6-3	16-1/4"	17-1/2"	30 (F) / 33 (R)	3	0	1	0
	4CBT10	16-1/4"	17-1/2"	25 (F) / 32 (R)	0	1	0	0
	4CBT10-2	30-5/16"	31-9/16"	50 (F) / 65 (R)	0	2	0	0
SUITE C 51-1/4" UNIT HEIGHT	ROUGH OPENING HEIGHT: 50-5/16"; ROUGH OPENING DEPTH: 17" Minimum (17-1/2" for Rear-load)							
	MODEL	RO WIDTH	ACTUAL WIDTH	WEIGHT (LBS)	# TENANTS	# PARCELS	# COLLECTION BOXES	# BINS
	4CCT2-16	30-5/16"	31-9/16"	145 (F) / 175 (R)	16	2	1	0
	4CCT1-7	16-1/4"	17-1/2"	76 (F) / 91 (R)	7	1	1	0
	4CCT10	16-1/4"	17-1/2"	67 (F) / 86 (R)	0	3	0	0
	4CCT8-26 *	30-5/16"	31-9/16"	145 (F) / 176 (R)	26	0	1	0
	4CCT6-12 *	16-1/4"	17-1/2"	76 (F) / 92 (R)	12	0	1	0
	BINC	16-1/4"	17-1/2"	58	0	0	0	2
	HOPC	16-1/4"	17-1/2"	72	0	0	1	0
SUITE D 21-1/2" UNIT HEIGHT	ROUGH OPENING HEIGHT: 20-9/16"; ROUGH OPENING DEPTH: 17" Minimum (17-1/2" for Rear-load)							
	MODEL	RO WIDTH	ACTUAL WIDTH	WEIGHT (LBS)	# TENANTS	# PARCELS	# COLLECTION BOXES	# BINS
	4CDT8-9	30-5/16"	31-9/16"	68 (F) / 78 (R)	9	0	1	0
	4CDT2-5	30-5/16"	31-9/16"	60 (F) / 73 (R)	5	1	1	0
	4CDT2-4	30-5/16"	31-9/16"	61 (F) / 73 (R)	4	1	1	0
	4CDT6-4	16-1/4"	17-1/2"	40 (F) / 45 (R)	4	0	1	0
	4CDT10	16-1/4"	17-1/2"	40 (F) / 52 (R)	0	1	0	0
SUITE E 28-1/2" UNIT HEIGHT	ROUGH OPENING HEIGHT: 27-9/16"; ROUGH OPENING DEPTH: 17" Minimum (17-1/2" for Rear-load)							
	MODEL	RO WIDTH	ACTUAL WIDTH	WEIGHT (LBS)	# TENANTS	# PARCELS	# COLLECTION BOXES	# BINS
	4CET8-13	30-5/16"	31-9/16"	86 (F) / 101 (R)	13	0	1	0
	4CET2-9	30-5/16"	31-9/16"	86 (F) / 103 (R)	9	1	1	0
	4CET1-1	16-1/4"	17-1/2"	58 (F) / 67 (R)	1	1	1	0
	4CET6-6	16-1/4"	17-1/2"	58 (F) / 67 (R)	6	0	1	0
	BINE	16-1/4"	17-1/2"	34	0	0	0	1
	HOPE	16-1/4"	17-1/2"	54	0	0	1	0

*These noted modules do not meet USPS Installation Specification Regulations and are for Private Delivery Only unless approved by local Postal Officials.

Rough opening (RO) height and width on all modules tolerant to +1/4"-0". RO height and width on all multi-unit installations tolerant to +1/8" -0".
Use this formula to calculate the rough opening width for Multi-Unit 4C Installation = (the sum of all actual unit widths) - 1-1/8"

Refer to page 30 for installation and accessibility guidelines and references.



florencemailboxes.com/4C



Suite A 39" H



4CAT1-4



4CAT6-9



4CAT10



4CAT2-15



4CAT8-19



BINA



HOPA

Suite B 18" H



4CBT6-3



4CBT10



4CBT2-3



4CBT8-7



4CBT10-2

Suite C 51-1/4" H



4CCT1-7



4CCT6-12*



4CCT10



4CCT2-16



4CCT8-26*



BINC



HOPC

Suite D 21-1/2" H



4CDT6-4



4CDT10



4CDT2-4



4CDT2-5



4CDT8-9



Florence exclusively offers
Trash / Recycling Bin and
Collection Box modules for
most Florence versatile™
4C suites

Suite E 28-1/2" H



4CET1-1



4CET6-6



4CET2-9



4CET8-13



BINE



HOPE

versatile™ 4C Mailbox Suites

Over 80 Pre-Configured Modules



versatile™ 4C Suites F - I Available in either Front- or Rear-load options

SUITE F 56-1/2" UNIT HEIGHT	ROUGH OPENING HEIGHT: 55-9/16"; ROUGH OPENING DEPTH: 17" Minimum (17-1/2" for Rear-load) (♦)							
	MODEL	RO WIDTH	ACTUAL WIDTH	WEIGHT (LBS)	# TENANTS	# PARCELS	# COLLECTION BOXES	# BINS
	4CFT1-9	16-1/4"	17-1/2"	97 (F) / 119 (R)	9	1	1	0
	4CFT2-20	30-5/16"	31-9/16"	171 (F) / 206 (R)	20	2	1	0
	4CFT8-29*	30-5/16"	31-9/16"	170 (F) / 206 (R)	29	0	1	0
	4CFT6-14*	16-1/4"	17-1/2"	96 (F) / 118 (R)	14	0	1	0
	BINF	16-1/4"	17-1/2"	65	0	0	0	2
	HOPF	16-1/4"	17-1/2"	76	0	0	1	0
SUITE G 54-3/4" UNIT HEIGHT	ROUGH OPENING HEIGHT: 53-13/16"; ROUGH OPENING DEPTH: 17" Minimum (17-1/2" for Rear-load) (♦)							
	MODEL	RO WIDTH	ACTUAL WIDTH	WEIGHT (LBS)	# TENANTS	# PARCELS	# COLLECTION BOXES	# BINS
	4CGT1-9	16-1/4"	17-1/2"	97 (F) / 117 (R)	9	1	1	0
	4CGT2-19	30-5/16"	31-9/16"	171 (F) / 206 (R)	19	2	1	0
	4CGT8-28*	30-5/16"	31-9/16"	169 (F) / 205 (R)	28	0	1	0
	4CGT6-13*	16-1/4"	17-1/2"	95 (F) / 115 (R)	13	0	1	0
	BING	16-1/4"	17-1/2"	63	0	0	0	2
	HOPG	16-1/4"	17-1/2"	74	0	0	1	0
SUITE H 40-3/4" UNIT HEIGHT	ROUGH OPENING HEIGHT: 39-13/16"; ROUGH OPENING DEPTH: 17" Minimum (17-1/2" for Rear-load)							
	MODEL	RO WIDTH	ACTUAL WIDTH	WEIGHT (LBS)	# TENANTS	# PARCELS	# COLLECTION BOXES	# BINS
	4CHT2-15	30-5/16"	31-9/16"	122 (F) / 145 (R)	15	1	1	0
	4CHT8-20	30-5/16"	31-9/16"	123 (F) / 145 (R)	20	0	1	0
	4CHT1-4	16-1/4"	17-1/2"	66 (F) / 77 (R)	4	1	1	0
	4CHT6-9	16-1/4"	17-1/2"	68 (F) / 79 (R)	9	0	1	0
	4CHT10	16-1/4"	17-1/2"	52 (F) / 69 (R)	0	2	0	0
	BINH	16-1/4"	17-1/2"	45	0	0	0	1
	HOPH	16-1/4"	17-1/2"	65	0	0	1	0
SUITE I 37-1/4" UNIT HEIGHT	ROUGH OPENING HEIGHT: 36-5/16"; ROUGH OPENING DEPTH: 17" Minimum (17-1/2" for Rear-load)							
	MODEL	RO WIDTH	ACTUAL WIDTH	WEIGHT (LBS)	# TENANTS	# PARCELS	# COLLECTION BOXES	# BINS
	4CIT1-4	16-1/4"	17-1/2"	55 (F) / 74 (R)	4	1	1	0
	4CIT2-9	30-5/16"	31-9/16"	96 (F) / 127 (R)	9	2	1	0
	4CIT6-8*	16-1/4"	17-1/2"	56 (F) / 69 (R)	8	0	1	0
	4CIT8-18*	30-5/16"	31-9/16"	97 (F) / 128 (R)	18	0	1	0
	BINI	16-1/4"	17-1/2"	41	0	0	0	1
	HOPI	16-1/4"	17-1/2"	52	0	0	1	0

*These noted modules do not meet USPS Installation Specification Regulations and are for Private Delivery Only unless approved by local Postal Officials.

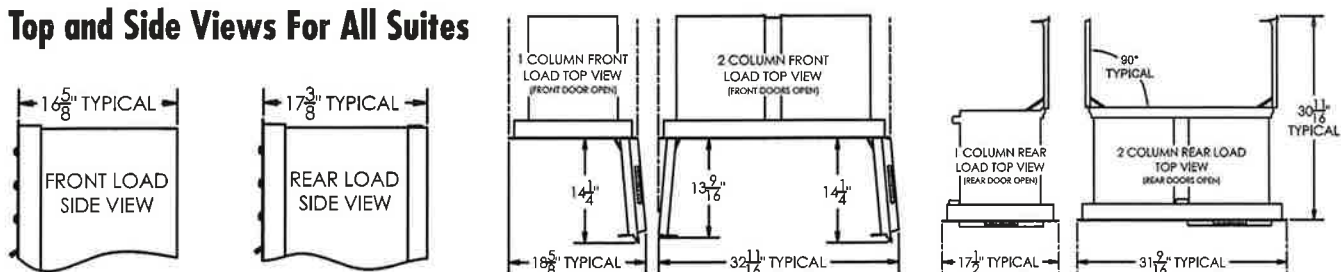
Rough opening (RO) height and width on all modules tolerant to +1/4"-0". RO height and width on all multi-unit installations tolerant to +1/8" -0".

Use this formula to calculate the rough opening width for Multi-Unit 4C Installation = (the sum of all actual unit widths) - 1-1/8"

(♦) NOTE: Suite F and G versatile™ 4C mailbox modules require the bottom of the rough opening (RO) to be 14 1/8" ± 1/16" above a finished, level floor to achieve the USPS Approved Installation requirements.

Refer to page 30 for installation and accessibility guidelines and references.

Top and Side Views For All Suites



STD-4C Mailboxes

Suite F 56-1/2" H



4CFT1-9



4CFT6-14*



4CFT2-20



4CFT8-29*



BINF



HOPF

Suite G 54-3/4" H



4CGT1-9



4CGT6-13*



4CGT2-19



4CGT8-28*



BING



HOPG

Suite H 40-3/4" H



4CHT1-4



4CHT6-9



4CHT10



4CHT2-15



4CHT8-20



BINH



HOPH

Suite I 37-1/4" H



4CIT1-4



4CIT6-8*



4CIT2-9



4CIT8-18*



BINI



HOPI

versatile™ 4C Mailboxes

Install Details and Regulation References



Current Postal Regulations for New Construction



The USPS STD-4C regulation applies to all Wall-Mounted Centralized Mail Receptacles and replaces the STD-4B+ regulation for Receptacles/Apartment/House Mail. The new "4C" Standard became **mandatory** in October 2006 for all new construction and major renovation projects.

The USPS STD-4C specification creates a new form factor and increases the minimum compartment size requirement (12"W x 15"D x 3"H), completely eliminating the vertical form factor (5"W x 6"D x 15"H). STD-4C also requires one parcel locker per ten (1:10) tenant compartments. Security features and lock design requirements are more stringent, which includes mandatory security testing done by the USPS. More product details as well as the full STD-4C regulations are available by visiting florencemailboxes.com/postalregs.

Florence Manufacturing is pleased to offer the largest line of USPS Approved 4C compliant products and accessories available on the market today. Nine lines of versatile™ 4C mailbox suites, with over 80 different modules in both front- and rear-load, offer unsurpassed flexibility.

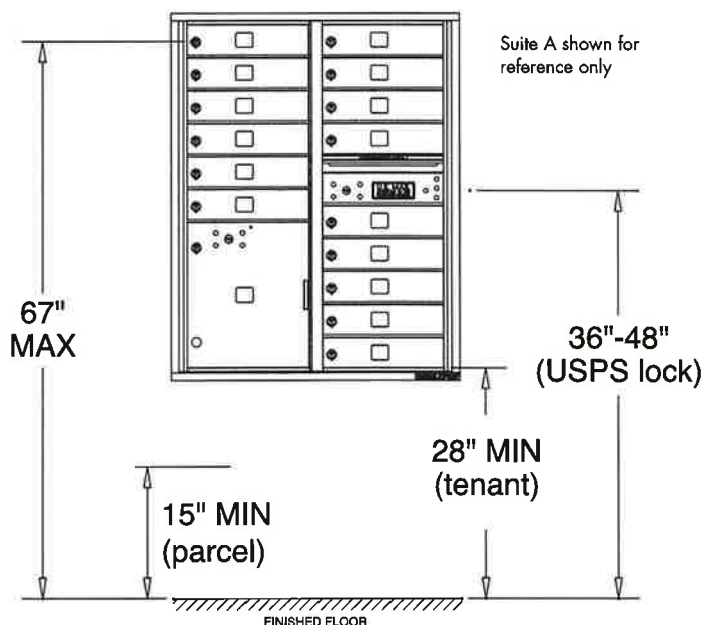


florencemailboxes.com/postalregs

USPS Installation Requirements

Installation requirements specified in the U.S. Postal Service STD-4C regulation are outlined below:

1. At least one patron (tenant) compartment shall be positioned less than 48 inches above the finished floor.
2. No parcel locker compartment (interior bottom shelf) shall be positioned less than 15 inches above the finished floor.
3. No tenant lock shall be located more than 67 inches above the finished floor.
4. No tenant compartment (interior bottom shelf) shall be positioned less than 28 inches above the finished floor.
5. The USPS Arrow lock shall be located between 36 and 48 inches above the finished floor.



versatile™ 4C Accessibility References

This Accessibility Guide for Florence versatile™ 4C mailbox suites is available to assist you in selecting USPS Approved STD-4C compliant mailboxes which meet your project requirements and local accessibility codes. You may download the full reference document separately by visiting our website at florencemailboxes.com/downloads.

Florence versatile™ mailbox suites (module heights)	Accessibility and Regulatory Standards Compliance			
	US Postal Service ¹ STD-4C Installation	U.S. DOJ ² ADA Standards	ICC/ANSI ³ A117.1 2003	IBC 2006 (Ref: ICC/ANSI) ³
Suite A - 39"	YES	PARTIAL	PARTIAL	PARTIAL
Suite B - 18"	YES	YES	YES	YES
Suite C - 51-1/4"	YES	PARTIAL	PARTIAL	PARTIAL
Suite D - 21-1/2"	YES	YES	YES	YES
Suite E - 28-1/2"	YES	PARTIAL	PARTIAL	PARTIAL
Suite F - 56-1/2"	YES	PARTIAL	PARTIAL	PARTIAL
Suite G - 54-3/4"	YES	PARTIAL	PARTIAL	PARTIAL
Suite H - 40-3/4"	YES	PARTIAL	PARTIAL	PARTIAL
Suite I - 37-1/4"	YES	YES	YES	YES

Reference chart only. For specific standards, visit the appropriate website or consult with local authorities.

Notes:

All STD-4C compliant mailboxes must meet the U.S. Postal Service's design and installation regulation in order to receive the "USPS Approved" designation. Accessibility regulations may vary locally and regionally. Therefore, always consult local building codes for applicable accessibility requirements related to your mailbox project.

Sequential numbering (rather than assigning mailbox IDs that match apartment or house numbers) of mailbox compartments may allow greater flexibility in providing accessible mailbox compartments that meet accessibility regulations applicable to your project. **Sequential numbering of mailbox compartments also provides greater security and privacy for residents.**

¹Standards Governing the Design of Wall-Mounted Centralized Mail Receptacles. Federal Register/Vol. 69, No. 171/September 3, 2004/Rules and Regulations POSTAL SERVICE, 39 CFR Part 111.

²ADA Standards for Accessible Design, Department of Justice Code of Federal Regulations, 28 CFR Part 36, Appendix A, Section 4.2 Space Allowance and Reach Ranges. 2010 Standards lowered the unobstructed reach range from 54" to 48". This change was published in the Federal Register September 15, 2010 and takes full effect March 15, 2012 and also includes 5% of all interior mailboxes to be compliant.

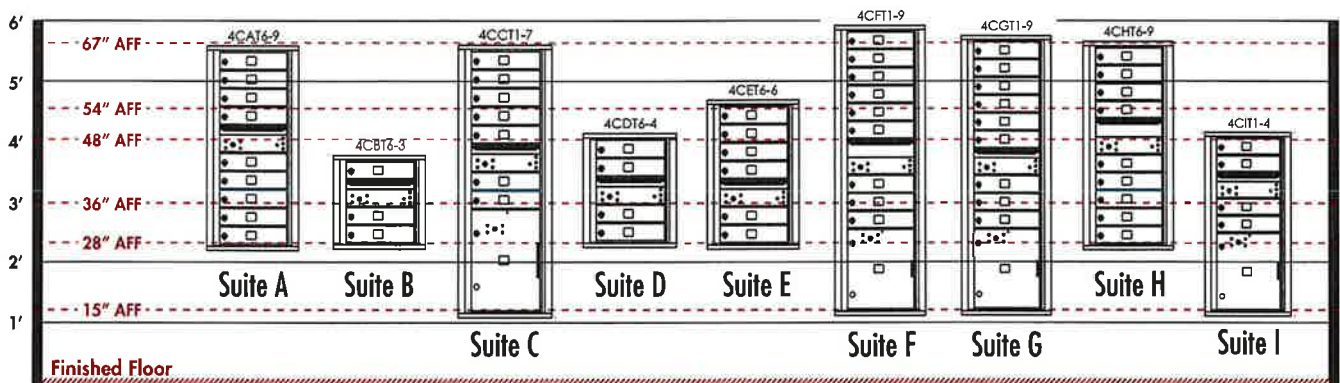
³Accessible and Usable Buildings and Facilities, International Code Council/American National Standard Institute (ICC/ANSI A117.1-2003), Chapter 3 Building Blocks, Section 308 Reach Ranges. NOTE: The 2006 International Building Code (IBC 2006) also refers to this ANSI Standard for accessibility building guidelines.

Accessibility Installation Heights by Suite

The following reference chart shows the proper installation heights for versatile™ 4C mailbox suites A - I to guide you through USPS installation requirements and accessibility codes.

When should you install at 15" or 28" AFF (Above Finished Floor)?

- If installation contains any tenant compartments in the bottom row, the minimum height from the floor is 28"
- If installation contains parcel compartments in the bottom row, modules may be installed at a minimum of 15" from the floor



Drawings shown for reference only. For specific standards, visit the appropriate website or consult with local authorities.

4C Mailbox Enclosures

Wall-Mount and Free-Standing Options



versatile™ 4C mailbox suites

Surface Mount Collar for 4C Modules

Designed for indoor or outdoor use, Florence is pleased to offer a heavy-duty STD-4C mailbox enclosure which allows modules to quickly and easily be mounted to any flat surface. This smooth aluminum collar ensures the mail system achieves that desired sleek, finished look while easily attaching directly to the mailbox module. Ideal for settings with limited wall depth, this USPS Approved solution provides greater flexibility in mailbox placement and installation.



4C collars are designed to fit ALL front-loading 4C Modules in Suites A-I for both single- and double-wide configurations.

Slotted back designed for ease in installation and reduction of overall weight.

- Attaches easily to ALL versatile™ 4C front-load modules (mailboxes, collection boxes and trash/recycling bins)
- All aluminum construction in rugged, weather-resistant powder coat finishes



florencemailboxes.com/4C

Color Options

Customize your surface mount collar with 12 different architectural powder coat finishes



Antique Bronze (AB)

Antique Copper (AC)

Black (BK)

Blonde Gold (BG)

Dark Bronze (DB)

Forest Green (FG)

Gold (GD)

Gold Spec (GS)

Postal Grey (PG)

Sandstone (SD)

Silver Spec (SS)

White (WH)



STD-4C Mailboxes



vario
Depot™

**The perfect indoor/
outdoor free-standing
solution**

Sturdy enclosure kits by Florence are the perfect complement for all versatile™ 4C mailboxes and Trash/Recycling Bin modules (sold separately); creating a stylish stand alone option for all your delivery and collection needs. Create a recycling center or a smaller neighborhood/business mail center.



florencemailboxes.com/vario

vario™ Depot - small

Installed Stand Height	4'-6 1/4"
Installed Stand Depth	1'-6 1/8"
Installed Stand Width (single-wide)	1'-8 1/4"
Installed Stand Width (double-wide)	2'-10 5/16"
Maximum Mailboxes	9
Minimum Parcel Lockers (1:10 ratio)	0
4C Suite Compatibility	B, D, I

vario™ Depot - medium

Installed Stand Height	5'-10 1/2"
Installed Stand Depth	1'-6 1/8"
Installed Stand Width (single-wide)	1'-8 1/4"
Installed Stand Width (double-wide)	2'-10 5/16"
Maximum Mailboxes	15
Minimum Parcel Lockers (1:10 ratio)	1
4C Suite Compatibility	A, E, H

vario™ Depot - large

Installed Stand Height	6'-1 5/16"
Installed Stand Depth	1'-6 1/8"
Installed Stand Width (single-wide)	1'-8 1/4"
Installed Stand Width (double-wide)	2'-10 5/16"
Maximum Mailboxes	20
Minimum Parcel Lockers (1:10 ratio)	2
4C Suite Compatibility	C, F, G



Color Options

Customize your vario™ depot kit with 12 different architectural powder coat finishes to match or complement your selected STD-4C modules. See page 32 for color options.

* **Note:** Double-wide units shown with mounted 4C modules; Both single- and double-wide units can be combined with STD-4C mailboxes, Trash/Recycling Bins, and Collection Boxes, sold separately.

Phone 800.275.1747 Fax 800.275.5081

Visit Us Online florencemailboxes.com

4C Mail Kiosks

Pre-configured 4C installation kits



vario *Express*™



An excellent outdoor alternative for larger installations

- Designed exclusively to accommodate Florence's USPS Approved versatile™ 4C mailbox suite modules A, C, E, F, G, H and I (sold separately) with an aluminum mailbox casing sized to fit each module
- Zinc-plated fasteners and Hilti® Anchoring System included
- Horizontal aluminum supports and high-strength steel vertical supports
- Six rugged, weather-resistant powder coat finishes

 florencemailboxes.com/vario

VARXP1

Installed Kit Height (with finials)	7'-7 1/8"
Installed Kit Depth (w/o panels)	1'-6 1/2"
Installed Kit Depth (with panels)	1'-7"
Installed Kit Width (w/o panels)	4'-0 1/8"
Installed Kit Width (with panels)	4'-5 3/8"
Maximum Mailboxes	20
Minimum Parcel Lockers (1:10 ratio)	2
4C Suite Compatibility	A,C,E,F,G,H,I

VARXP2

Installed Kit Height (with finials)	7'-7 1/8"
Installed Kit Depth (w/o panels)	1'-6 1/2"
Installed Kit Depth (with panels)	1'-7"
Installed Kit Width (w/o panels)	5'-6 7/8"
Installed Kit Width (with panels)	6'-0 1/2"
Maximum Mailboxes	29
Minimum Parcel Lockers (1:10 ratio)	3
4C Suite Compatibility	A,C,E,F,G,H,I

VARXP3*

Installed Kit Height (with finials)	7'-7 1/8"
Installed Kit Depth (w/o panels)	1'-6 1/2"
Installed Kit Depth (with panels)	1'-7"
Installed Kit Width (w/o panels)	8'-5 3/4"
Installed Kit Width (with panels)	8'-11 3/8"
Maximum Mailboxes	49
Minimum Parcel Lockers (1:10 ratio)	5
4C Suite Compatibility	A,C,E,F,G,H,I

VARXP4*

Installed Kit Height (with finials)	7'-7 1/8"
Installed Kit Depth (w/o panels)	1'-6 1/2"
Installed Kit Depth (with panels)	1'-7"
Installed Kit Width (w/o panels)	9'-6 3/4"
Installed Kit Width (with panels)	10'-0 1/2"
Maximum Mailboxes	60
Minimum Parcel Lockers (1:10 ratio)	6
4C Suite Compatibility	A,C,E,F,G,H,I



Color Options

Customize your vario™ 4C mail kiosk kit with six different architectural powder coat finishes.

4C mailbox modules are still available in all 12 colors. (see page 22)



STD-4C Mailboxes



vario *Shelter*™

Pre-engineered kiosk kits protect the mail and your tenants

- Designed exclusively to accommodate USPS Approved Florence versatile™ 4C mailbox suite modules A, C, E, F, G, H and I (sold separately)
- Zinc-plated fasteners and Hilti® Anchoring System included
- Includes aluminum roof trusses, side panels, 4C mailbox casings, horizontal supports and high-strength steel vertical supports
- Integrated, motion-sensor activated light kits available in A/C or solar-power
- End panels include pressure-preserved plywood sheathing with coated interior and optional powder coated aluminum exterior panel inserts
- Six architectural powder coat finishes (see options on page 34) for supports and mailbox casings
- Designed to meet 2006 International Builders Code for 90 mph wind resistance; 150 mph wind resistance upgrade option also available



VAR I*

Installed Kit Width	6'-9 7/8"
Installed Kit Height	9'-7 1/16"
Installed Kit Depth (standard)	4'-7 1/16"
Installed Kit Depth (back-to-back)	7'-6 1/4"
Maximum Mailboxes	40
Minimum Parcel Lockers (1:10 ratio)	4
4C Suite Compatibility	A, C, E, F, G, H, I

VAR II*

Installed Kit Width	8'-5 1/16"
Installed Kit Height	9'-7 1/16"
Installed Kit Depth (standard)	4'-7 1/16"
Installed Kit Depth (back-to-back)	7'-6 1/4"
Maximum Mailboxes	58
Minimum Parcel Lockers (1:10 ratio)	6
4C Suite Compatibility	A, C, E, F, G, H, I

VAR III*

Installed Kit Width	11'-37/8"
Installed Kit Height	9'-7 1/16"
Installed Kit Depth (standard)	4'-7 1/16"
Installed Kit Depth (back-to-back)	7'-6 1/4"
Maximum Mailboxes	98
Minimum Parcel Lockers (1:10 ratio)	10
4C Suite Compatibility	A, C, E, F, G, H, I

VAR IV*

Installed Kit Width	12'-5 1/16"
Installed Kit Height	9'-7 1/16"
Installed Kit Depth (standard)	4'-7 1/16"
Installed Kit Depth (back-to-back)	7'-6 1/4"
Maximum Mailboxes	120
Minimum Parcel Lockers (1:10 ratio)	12
4C Suite Compatibility	A, C, E, F, G, H, I



* **Note:** All illustrated vario™ units are back-to-back units. Roof and side panel exterior finishing materials furnished by others. Vario™ Shelter III and IV can also be connected end-to-end to create a longer mail station, using optional mid-section kit.



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4C Mail Kiosks

Configurable Kit Sizes and Installation References



Maximum Mailbox / Parcel Locker Combinations

(per section of Florence vario™ Shelter / vario™ Express kiosk kits)

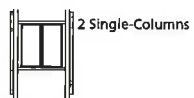
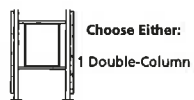
Calculations are based on U.S. Postal Service STD-4C requirements of one (1) parcel locker per ten (10) mailboxes. This ratio may not apply if alternate package delivery arrangements exist at facility. Discuss with local USPS official for questions related to new mailbox delivery systems.

vario™ Shelter / vario™ Express™	4C Suite A	4C Suite C	4C Suite E	4C Suite F	4C Suite G	4C Suite H	4C Suite I
vario™ Shelter I / vario™ Express I	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels
VAR1 / VARXP1	15 / 1	16 / 2	9 / 1	20 / 2	19 / 2	15 / 2	9 / 2
VAR1B (back-to-back)	28 / 2	32 / 4	18 / 2	40 / 4	38 / 4	30 / 4	18 / 4
vario™ Shelter II / vario™ Express II	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels
VAR2 / VARXP2	19 / 2	23 / 3	14 / 1	29 / 3	28 / 3	19 / 2	13 / 3
VAR2B (back-to-back)	38 / 4	46 / 6	28 / 2	58 / 6	56 / 6	38 / 4	26 / 6
vario™ Shelter III / vario™ Express III	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels
VAR3 / VARXP3	34 / 3	39 / 5	23 / 2	49 / 5	47 / 5	34 / 4	22 / 5
VAR3B (back-to-back)	68 / 6	78 / 10	46 / 4	98 / 10	94 / 10	68 / 8	44 / 10
VAR3E / VARXP3E (end-to-end)	68 / 6	78 / 10	46 / 4	98 / 10	94 / 10	68 / 8	44 / 10
VAR3BE (back-to-back / end-to-end)	132 / 13	156 / 20	84 / 8	196 / 20	188 / 20	136 / 16	88 / 20
VAR3E(O) / VARXP3E(O) (mid-section for end-to-end)	34 / 3	39 / 5	23 / 2	49 / 5	47 / 5	34 / 4	22 / 5
VAR3BE(O) (mid-section for back-to-back / end-to-end)	68 / 6	78 / 10	46 / 4	98 / 10	94 / 10	68 / 8	44 / 10
vario™ Shelter IV / vario™ Express IV	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels	mailboxes/parcels
VAR4 / VARXP4	38 / 4	48 / 6	27 / 3	60 / 6	57 / 6	38 / 4	27 / 6
VAR4B (back-to-back)	76 / 8	96 / 12	54 / 6	120 / 12	114 / 12	76 / 8	54 / 12
VAR4E / VARXP4E (end-to-end)	76 / 8	96 / 12	54 / 6	120 / 12	114 / 12	76 / 8	54 / 12
VAR4BE (back-to-back / end-to-end)	152 / 16	192 / 24	108 / 12	240 / 24	228 / 24	152 / 16	108 / 24
VAR4E(O) / VARXP4E(O) (mid-section for end-to-end)	38 / 4	48 / 6	27 / 3	60 / 6	57 / 6	38 / 4	27 / 6
VAR4BE(O) (mid-section for back-to-back / end-to-end)	76 / 8	96 / 12	54 / 6	120 / 12	114 / 12	76 / 8	54 / 12

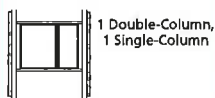
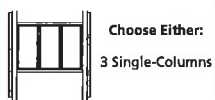
Maximums listed above are based on the largest casing configuration of double/single mailbox modules that fit into each type of vario™.

Refer to these casing images to make your versatile™ 4C mailbox module selection. Back-to-back varios™ may utilize a different configuration on each side of the kiosk.

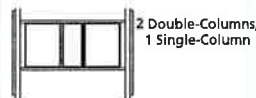
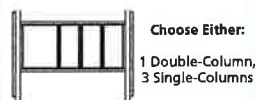
vario™ Shelter I
vario™ Express I



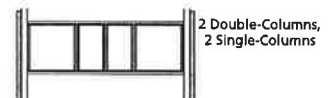
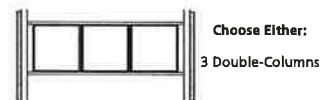
vario™ Shelter II
vario™ Express II



vario™ Shelter III
vario™ Express III



vario™ Shelter IV
vario™ Express IV

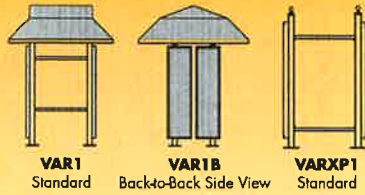


Due to casing trim, 2 single-column modules may not be substituted for a double-column module, except in the casing options shown above.

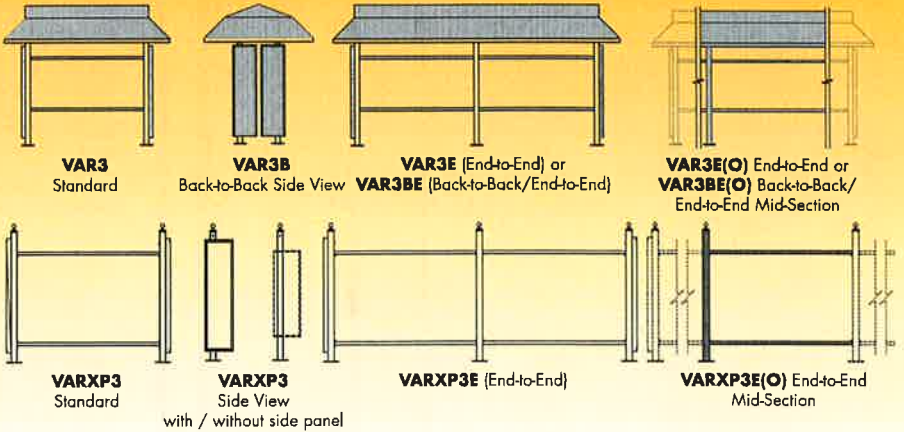


STD-4C Mailboxes

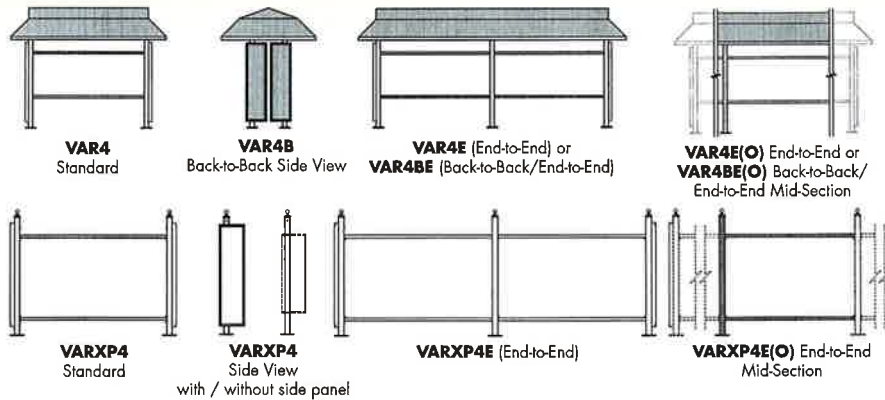
vario™ Shelter and Express I and II



vario™ Shelter and Express III



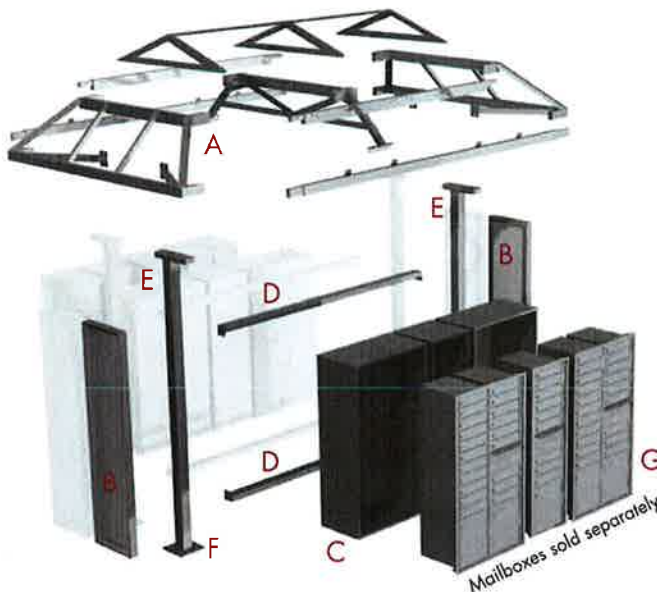
vario™ Shelter and Express IV



Did you know?

You can quickly design your very own kiosk with our easy-to-use online configurator which walks you through step-by-step and is available 24/7.

 florencemailboxes.com/vario



Optional back-to-back installation shown installed behind standard layout for illustration purposes

Standard Shelter Kiosk Kit Includes:

- A. Welded aluminum roof sections (figure A) *Note: plywood and roofing finish not included in kit*
- B. End panels (figure B) include pressure preserved plywood sheathing with coated interior *Note: exterior finishing not included in kit*
- C. Powder coat finished mailbox casings (figure C)
- D. Welded aluminum horizontal supports (figure D)
- E. High-strength steel vertical supports (figure E)
- F. All necessary hardware, zinc-plated fasteners, and Hilti anchors (figure F) *Note: concrete pad not included in kit - foundation plan available with quote or online at florencemailboxes.com*
- G. versatile™ 4C mailbox suites sold separately (figure G)

4C Pedestal Mount

Free-Standing Single Module Installation



Added flexibility for private delivery

4C Pedestal Mount (4CPM) is designed to work with all 55 Florence versatile™ front-loading mailbox suites, collection boxes, and trash/recycling bin modules to provide additional outdoor mounting options for your private delivery application needs.

With all the same features and options of the wall-mounted versatile™ 4C suites, pedestal mounting simply adds greater flexibility to your project and is designed to ensure every module is at a standard accessible height. 4CPM units are customizable with oversized doors, mail slot doors, and oversized collection doors as they are not tied to US Postal Regulations. Simply select the item number (as shown) and modify the doors as appropriate and necessary to create a unique solution for your project.

 florencemailboxes.com/4CPM

**4CPM
Suite A**
(Install Height)



Did you know?

All STD-4C modules are USPS Approved; however utilizing modules with a pedestal mounting system is not approved for USPS delivery.

Color Options

Customize your 4CPM with 12 different architectural powder coat finishes



4CPM Suite B 46-1/4" (Install Height)



4CPM Suite C 66-1/2" (Install Height)



4CPM Suite D 49-13/16" (Install Height)



4CPM Suite E 56-13/16" (Install Height)



4CPM Suite F 71-13/16" (Install Height)



4CPM Suite G 70-1/16" (Install Height)



4CPM Suite H 69-1/16" (Install Height)



4CPM Suite I 52-9/16" (Install Height)



Product Features

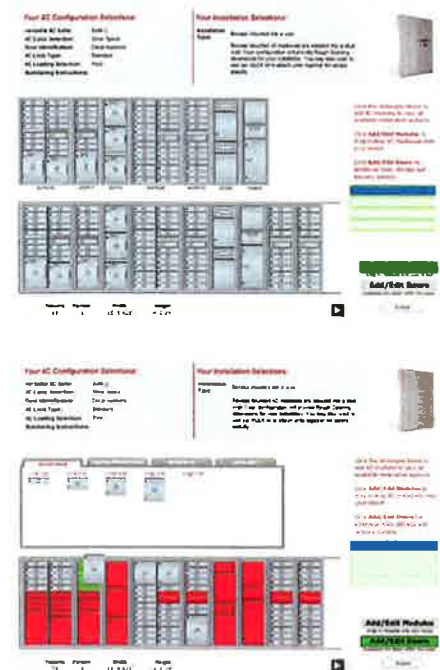
- Versatile™ 4C module factory-installed in aluminum outer casing
- Matching aluminum pedestal snaps to unit for convenient outdoor installation
- Configurable options to swap single tenant doors (3-1/4" H x 12" W) for double-, triple-, quadruple-, and even quintuple-high doors, creating larger tenant compartments
- Ability to swap standard outgoing mail compartment with a larger mail collection compartment of either a two-, three-, four- or five-high collection unit
- Sloped top for moisture run-off with drip protective edge
- Available in 12 architectural powder coat color finishes (see page 38)

Custom Options

Use our industry-unique online Configurator to customize your 4CPM installation.

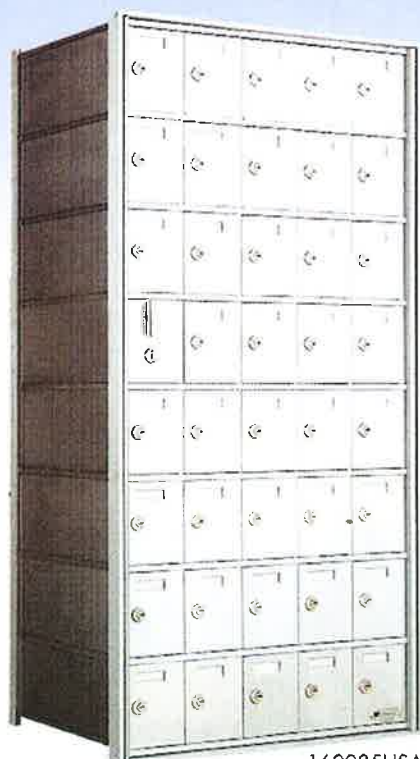
Receive a CAD drawing of your custom installation, and request a quote from an Authorized Florence Dealer.

 florencemailboxes.com/configure



Horizontal Mailboxes

for Private Delivery



160085HSA
(front loading)

1600/1700 Series

Keep your mail area organized with this highly configurable indoor solution. Available in front-loading (1600 series) or rear-loading (1700 series) units, personalize the installation with options to suit your project. Whether replacing older mailboxes, or creating a new private delivery center, Florence provides the same secure, quality product it has for decades.

Product Features

- Front- or Rear-load; recess-mounted only
- 5-pin cylinder tenant cam lock with two keys (1,000 key changes)
- Clear plastic number slots
- 15-1/2" deep compartments
- Anodized aluminum finish

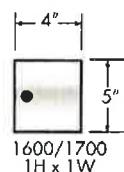
Optional Features

- Snap-on outer trim kit
- Decorative inner trim kit for multiple unit installations
- Ten architectural powder coat color finishes (see page 43)
- Optional combination lock or use of customer-supplied locks

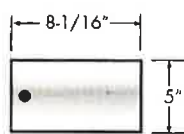
 florencemailboxes.com/private

1600/1700 Door Sizes

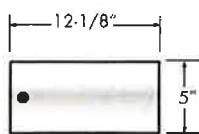
Note: Door sizes shown are available in: Tenant, Outgoing Mail, and Parcel Locker (2H-4H only) Doors.



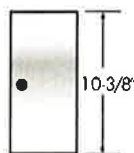
1600/1700
1H x 1W



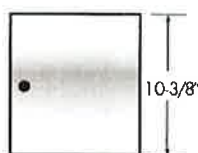
1603/1703
1H x 2W



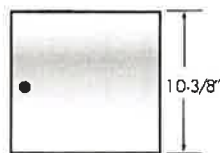
1605/1705
1H x 3W



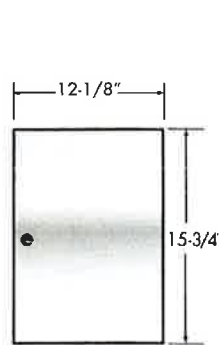
1602/1702
2H x 1W



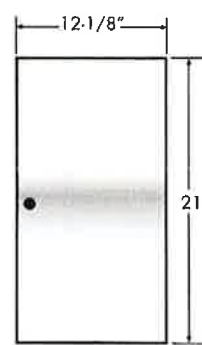
1604/1704
2H x 2W



1607/1707
2H x 3W



1609/1709
3H x 3W



1611/1711
4H x 3W



Florence 1600/1700 Standard Horizontal Dimensions

HEIGHT DIMENSION 7 UNITS HIGH Actual 3' 2-3/4", Rough* Opening 3' 3"			
Number of tenants	Front Load	Rear Load	Model Number(s) and Quantities
20	21	(1)	1700-73
27	28	(1)	1700-74
34	35	(1)	1700-75
41	42	(1)	1700-76
47	49	(1)	1700-73 (1) 1700-74
54	56	(2)	1700-74
61	63	(1)	1700-74 (1) 1700-75
68	70	(2)	1700-75
75	77	(1)	1700-75 (1) 1700-76
82	84	(2)	1700-76
88	91	(2)	1700-74 (1) 1700-75
102	105	(3)	1700-75
116	119	(2)	1700-76 (1) 1700-75
129	133	(3)	1700-75 (1) 1700-74
136	140	(4)	1700-75
143	147	(3)	1700-75 (1) 1700-76
150	154	(2)	1700-75 (2) 1700-76
157	161	(3)	1700-76 (1) 1700-75
164	168	(4)	1700-76
177	182	(4)	1700-75 (1) 1700-76
184	189	(3)	1700-75 (2) 1700-76
191	196	(3)	1700-76 (2) 1700-75
198	203	(4)	1700-76 (1) 1700-75
205	210	(5)	1700-76

HEIGHT DIMENSION 8 UNITS HIGH Actual 3' 8-1/8", Rough* Opening 3' 8-3/8"			
Number of tenants	Front Load	Rear Load	Model Number(s) and Quantities
62	64	(2)	1700-84
70	72	(1)	1700-84 (1) 1700-85
78	80	(2)	1700-85
86	88	(1)	1700-85 (1) 1700-86
94	96	(2)	1700-86
101	104	(2)	1700-84 (1) 1700-85
109	112	(2)	1700-85 (1) 1700-84
117	120	(3)	1700-85
125	128	(2)	1700-85 (1) 1700-86
133	136	(2)	1700-86 (1) 1700-85
141	144	(3)	1700-86
148	152	(3)	1700-85 (1) 1700-84
156	160	(4)	1700-85
172	176	(2)	1700-85 (2) 1700-86
180	184	(3)	1700-86 (1) 1700-85
188	192	(4)	1700-86
203	208	(4)	1700-85 (1) 1700-86
211	216	(3)	1700-85 (2) 1700-86
219	224	(3)	1700-86 (2) 1700-85
227	232	(4)	1700-86 (1) 1700-85
242	248	(5)	1700-85 (1) 1700-86
250	256	(4)	1700-85 (2) 1700-86
258	264	(3)	1700-85 (3) 1700-86
266	272	(2)	1700-85 (4) 1700-86
274	280	(1)	1700-85 (5) 1700-86
282	288	(6)	1700-86

HEIGHT DIMENSION 9 UNITS HIGH Actual 4' 1-1/2", Rough* Opening 4' 1-3/4"			
Number of tenants	Front Load	Rear Load	Model Number(s) and Quantities
70	72	(2)	1700-94
79	81	(1)	1700-94 (1) 1700-95
88	90	(2)	1700-95
97	99	(1)	1700-95 (1) 1700-96
106	108	(2)	1700-96
114	117	(2)	1700-94 (1) 1700-95
123	126	(2)	1700-95 (1) 1700-94
132	135	(3)	1700-95
141	144	(2)	1700-95 (1) 1700-96
150	153	(2)	1700-96 (1) 1700-95
159	162	(3)	1700-96
167	171	(3)	1700-95 (1) 1700-94
185	189	(3)	1700-95 (1) 1700-96
194	198	(2)	1700-95 (2) 1700-96
203	207	(3)	1700-96 (1) 1700-95
212	216	(4)	1700-96
220	225	(5)	1700-95
229	234	(4)	1700-95 (1) 1700-96
238	243	(3)	1700-95 (2) 1700-96
247	252	(3)	1700-96 (2) 1700-95
256	261	(4)	1700-96 (1) 1700-95
265	270	(5)	1700-96

HEIGHT DIMENSION 10 UNITS HIGH Actual 4' 7", Rough* Opening 4' 7-1/4"			
Number of tenants	Front Load	Rear Load	Model Number(s) and Quantities
68	70	(1)	1700-103 (1) 1700-104
78	80	(2)	1700-104
88	90	(1)	1700-104 (1) 1700-105
98	100	(2)	1700-105
108	110	(1)	1700-105 (1) 1700-106
118	120	(2)	1700-106
127	130	(2)	1700-104 (1) 1700-105
137	140	(2)	1700-105 (1) 1700-104
147	150	(3)	1700-105
157	160	(2)	1700-105 (1) 1700-106
167	170	(2)	1700-106 (1) 1700-105
177	180	(3)	1700-106
186	190	(3)	1700-105 (1) 1700-104
196	200	(4)	1700-105
206	210	(3)	1700-105 (1) 1700-106
216	220	(2)	1700-105 (2) 1700-106
226	230	(3)	1700-106 (1) 1700-105
236	240	(4)	1700-106
245	250	(5)	1700-105
255	260	(4)	1700-105 (1) 1700-106
265	270	(3)	1700-105 (2) 1700-106
275	280	(3)	1700-106 (2) 1700-105
285	290	(4)	1700-106 (1) 1700-105
295	300	(5)	1700-106
304	310	(5)	1700-105 (1) 1700-106
314	320	(4)	1700-105 (2) 1700-106
324	330	(3)	1700-105 (3) 1700-106
334	340	(2)	1700-105 (4) 1700-106
344	350	(1)	1700-105 (5) 1700-106
354	360	(6)	1700-106

1600/1700 Custom Sizes

As the most common standard sizes available are noted in the charts, additional custom cabinet sizes and door options are available online to create the perfect mailbox layout. Use the Minimum and Maximum values to determine if a custom option is right for your project and then visit the Florence exclusive online configurator to create the perfect installation.

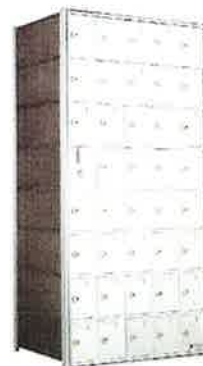
Contact Customer Service if your installation requires configurations outside those listed here as Florence's Engineering department can work to design a customized installation specific to your needs.

Minimum Rows High: 3 1' 7-5/8" H
Maximum Rows High: 10 5' 8-1/4" H

Minimum Columns Wide: 2 1' 0-1/8" W
Maximum Columns Wide: 6 2' 4-7/16" W

Minimum Tenant Doors (1Hx1W) Per Cabinet: 6
Maximum Tenant Doors (1Hx1W) Per Cabinet: 60

 florencemailboxes.com/configure



Note: Horizontal mailbox installations should be protected from direct exposure to the weather; Florence Manufacturing is not responsible for damage caused by weather conditions as these products are rated for indoor use only.

Request a Product Quote

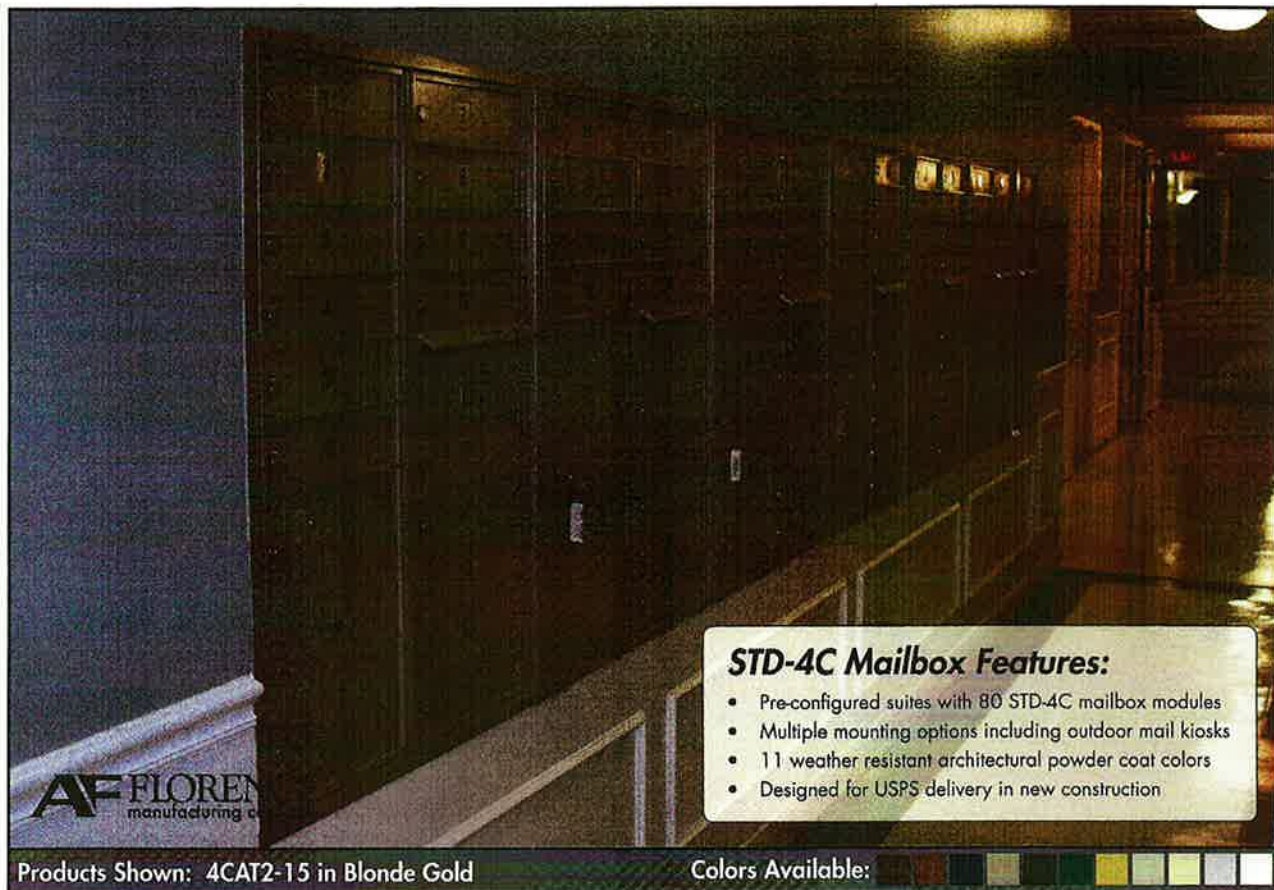


Have a large project that needs to be bid? Simply complete a short online form and an Authorized Florence Dealer will quickly provide you with comprehensive project estimates, product recommendations, and/or volume pricing discounts. These product experts are often located in your backyard and happy to help with your project from conception to construction.

 florencemailboxes.com/quote

STD-4C Mailboxes

USPS Approved for New Construction



STD-4C Mailbox Features:

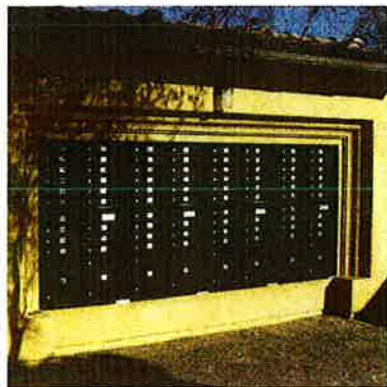
- Pre-configured suites with 80 STD-4C mailbox modules
- Multiple mounting options including outdoor mail kiosks
- 11 weather resistant architectural powder coat colors
- Designed for USPS delivery in new construction

Products Shown: 4CAT2-15 in Blonde Gold

Colors Available:

versatile™ STD-4C mailbox suites

Convenient standard pre-configured or configurable mailbox modules provide simple, easy-to-use options for all USPS Approved STD-4C wall-mounted mail receptacles.



NEW versatile™ collection/drop box

These new collection/drop boxes (patent pending) can be either wall- or pedestal-mounted and are built to secure large quantities of outgoing mail.



versatile™ trash / recycling bins

It's a snap to add these trash/recycling bins as a complement to any versatile™ 4C mailbox installation; or use them as a stand alone recycling center.



THE UNIVERSITY OF ALABAMA

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does not employ an individual or individuals within the State of Alabama.

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PRINT NAME OF COMPANY OFFICER

PRINT TITLE OF COMPANY OFFICER

DATE

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Company Information

Company Name:[View/Edit](#)**Company ID Number:****Doing Business As (DBA)****Name:****DUNS Number:****Physical Location:****Address 1:****Address 2:****City:****State:****Zip Code:****County:****Mailing Address:****Address 1:****Address 2:****City:****State:****Zip Code:****Additional Information:****Employer Identification Number:****Total Number of Employees:****Parent Organization:****Administrator:****Organization Designation:****Employer Category:****Federal Contractor Category:****Employees being verified:****NAICS Code:**[View/Edit](#)**Total Hiring Sites:**[View/Edit](#)**Total Points of Contact:**[View/Edit](#)[View MOU](#)



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