ADDENDUM ONE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #CK110609

Commodity: Moving Services

Dated: November 6, 2009

Proposal Due: December 2, 2009

Please reference the following for clarifications and changes to the RFP #CK110609 issued on November 6, 2009 for Moving Services:

In Section F., Other Information, add the following below Insurance:

Background Checks
The Selected Firm will maintain a mandatory background check and drug and alcohol-testing program for all employees. A Criminal History Records Check must be completed through the Virginia State Police for each staff member. If the check reveals any of the following, the Selected Firm will not assign that individual to perform services for the University:

1. Any Felony
2. Any of the following misdemeanor offenses, regardless of when the conviction occurred:
   a. Burglary
   b. Breaking and Entering
   c. Robbery
   d. Theft
   e. Larceny
   f. Any Sexual Offenses

If you have any questions concerning this Addendum, please contact me at (434) 924-3507.

Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,
Charles Kidd
Buyer Specialist

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

__________________________________________  _______________________________________
Signature                                               Name of Firm

________________________________________________  _________________________________
Please Print Name of Person Signing Above               Date