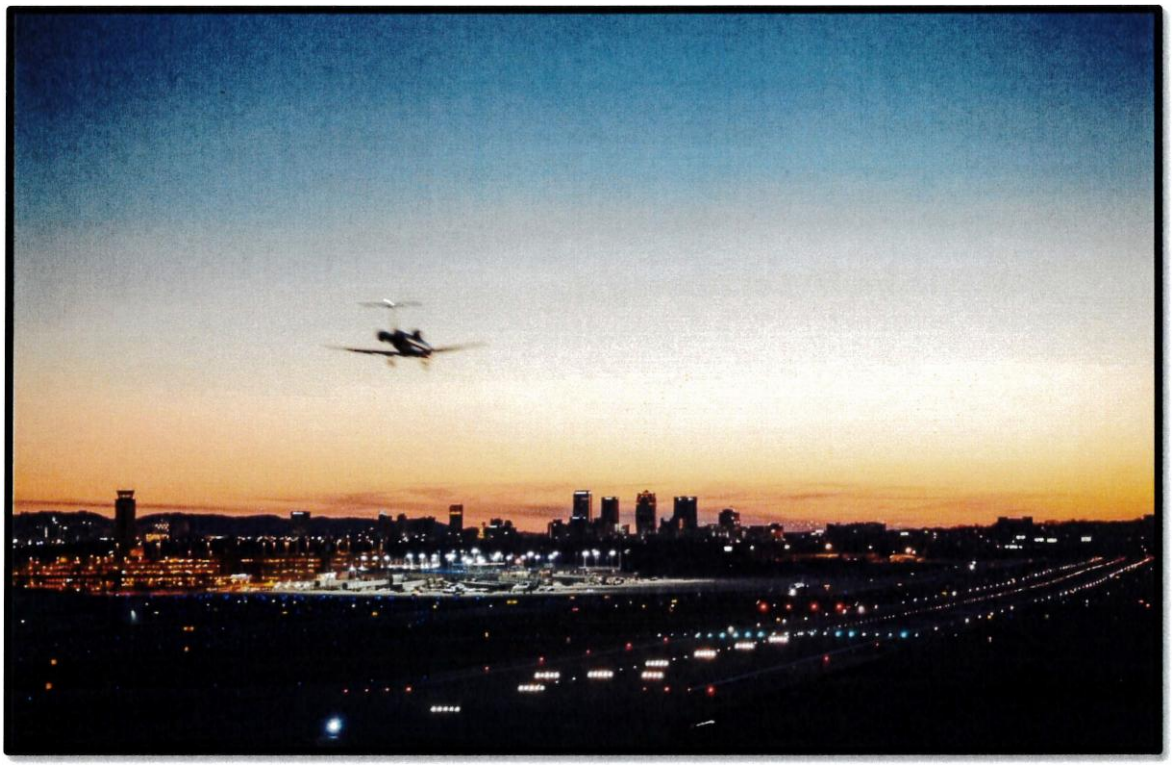
Request for Quote (RFQ)

Window Cleaning Interior and Exterior

BIRMINGHAM-SHUTTLESWORTH INTERNATIONAL AIRPORT



Birmingham Airport Authority
March 2026

I. The Opportunity

Purpose

The Birmingham Airport Authority (the "Authority") is requesting quotes for Cleaning the Interior and Exterior windows in the Airport Terminal.

The purpose of this document (the "Request for Quotes" or "RFQ") is to provide interested vendors with an overview of the opportunity, as well as instructions on how to respond. A prospective ("Proponent") shall submit its quote ("Quote" or Quote Package") in conformity with the procedures and requirements set in this Request for Quotes.

II. Procedures and Requirements

Pre-Submittal Inquires

Inquiries relative to this RFQ are only to be submitted in writing via e-mail to khazelwood@flybhm.com later than the date for "Written Inquiries Accepted Through" set due date of March 25, 2026 (the "Quote Due Date"). Failure to follow this procedure may result in the Proponent being disqualified from participating in this RFQ process.

The Authority representative(s) will attempt to answer all written questions received in advance of the Written Inquiries Accepted Through date.

The Authority will provide a summary of all questions and answers communicated in writing and any changes to the requirements of the Request for Quotes in an addendum to the RFQ. Any such addendum will be incorporated as part of the RFQ and will be posted on-line on the Airport website located at www.flybhm.com.

Scope of Work

Proposal to clean interior secure windows concourses A-C and sterile area" Interior windows will be brushed clean squeezed down free of water drips and streak marks. Debris will be removed from window frames. A 24 ft ladder will be used to reach windows.

Proposal to clean exterior non secure windows (landslide) All exterior windows and power door windows on floors 1-2 arrival and departure will be brushed clean squeezed down free of water drips and streak marks. Debris will be removed from window frames. A 32 ft narrow scissor lift will be used to reach windows.

Proposal to clean exterior non secure metal aluminum panels (landslide) AH metal aluminum panels on floors 1-2 arrival and departure will be brushed clean squeezed down free of water drips and streak marks. Debris will be removed from aluminum panels A 32 ft narrow scissor lift will be used to reach windows.

Proposal to clean exterior secure windows concourse A & C and sterile area. Interior windows will be brushed clean squeezed down free of water drips and streak marks. Debris will be removed from window frames. 45 ft boom, lift will be used to reach windows.

Proposal to clean interior non secure windows (landslide) All interior windows and power door windows on floors 1-2 arrival and departure will be brushed clean squeezed down free of water drips and streak marks. Debris will be removed from window frames. A 32 ft narrow scissor lift will be used to reach windows.

The term is one year cleaning the windows twice.

Each quote submitted should include the following:

- All pricing should be held for at least three (3) months.
- Include experience with similar jobs.
- Include estimated time to start and finish the project.
- Payment terms
- Warranty

Submittal Requirements

Each Proponent shall submit Quotation Package via email to khazelwood@flybhm.com.

Selection Process/Criteria

Each Quote will be evaluated based on the following criteria:

1. Cost
2. Specification per this RFQ
3. Availability to start the project.

General Terms and Conditions

1. The Authority reserves the right to:

   A. Add, delete, and/or negotiate with a Proponent, an agreement containing different and/or additional items or terms without reference to other Proponents or Quotes.

   B. Disqualify a Proponent in the event that, in the sole discretion of the Authority, its Quote does not contain sufficient information to permit a thorough analysis.

   C. Verify the validity of the information supplied by a Proponent and reject any Quote where the contents appear to be incorrect or inaccurate in the Authority's sole determination.

   D. Accept Quotes in whole or in part.

   E. In its sole discretion, cancel this RFQ without award or compensation to any Proponent, its officers, directors, employees, or agents.

   F. Reject any and all Quotes.

   G. Accept the Quote(s) which, the Authority, in its sole discretion, deems the most advantageous to the Authority; and

   H. Request any other information it requires to evaluate the submissions, and, in the event of a Proponent's failure to provide such information, reject such Proponent's Quote.

   I. All financial information must be presented in U.S. dollars.

   J. The cost of preparing the Quote or providing additional information is the sole responsibility of the Proponent. The Authority will not be responsible for or pay or reimburse any fees or expenses to any Proponents or their agents.

   K. The Proponent assumes all responsibility for complying with all applicable laws and regulations. Further, the Proponent is responsible for obtaining all permits required by law or local authorities to allow it to provide the EUVs to the Authority.

L. All Quotes become the property of the Authority and will not be returned to Proponents unless a written request to withdraw, signed by an authorized signatory of the Proponent, is received prior to the Quote Due Date.

Nondiscrimination Notice:

In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin, creed, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

The requirements of 49 CFR Part 26 include any amendments thereto apply to this contract. It is the policy of the Authority to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

Title VI Solicitation Notice:

As a condition of a grant award, the Sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21) including amendments thereto, the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto.

This may include, as applicable, providing a current Title VI Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will benefit and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is required for every grant application, unless excused by the FAA. The Sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, genetic information, in consideration for federal financial assistance. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.

Request for Quotes Schedule

The schedule for the preparation and evaluation of Quotes is provided in the following Exhibit I:

Exhibit I. Request for Quotes Schedule

Request for Quotes Documents Available	March 10, 2065
Written Inquiries Accepted Through	March 17, 2026 - 2:00 PM CST
Quote Due Date	**March 25, 2026 - 2:00 PM CST**
Target Award Date	April 2026

Quotes are due no later than **2:00 p.m. Central Time on March 25, 2026**, by which time all Quotes shall be recorded. Quotes will not be accepted after this date and time for any reason. Site visits can be scheduled through Carlos Young 205.492.8968.

- Quotes submitted by facsimile will not be accepted.
- Quotes are to be sent via email to khazelwood@flybhm.com.

The Authority reserves the right to extend the Quote Due Date and the RFQ Schedule. All changes or clarifications to the schedule will be distributed to all registered Proponents in the form of an addenda.

III. REQUIRED QUOTE DOCUMENTS

Each Quote must include the following information to be considered technically compliant. To facilitate the evaluation process, Proponents must present information in the following order:

A. Executive Summary

The Proponent shall submit a summary to include a brief statement of the company and its ability to supply the items listed. Detail of items quoted. Full description, package size and pricing. Note is the item is hazardous and able to provide Material Safety Data Sheets with supply.

B. Exceptions to the Quote

In the event any proposed Law or Proponent's performance under this this RFQ does not meet the requirements of this RFQ, Proponent may include a list of such exceptions to the requirements

of the Request for Quotes in its Quote. All such exceptions should be clearly stated on a separate page labeled "RFQ Exceptions." In the event Proponent objects to any requirement of this RFQ, Proponent is required to identify the RFQ provision to which it objects, identify the nature of the objection, and provide an explanation of the objection as well as any proposed substitutions or alternatives that Proponent requests that the Authority consider.

C. Alternate or Additional Items

An alternative substitute may be acceptable if it is of equal value.

D. Cost

The Quote must include the line-item total cost for each alternate or additional items proposed pursuant to paragraph D of this Section III. Price must be valid minimum of three (3) months from the Quote Due Date of this RFQ. Additionally, the price quoted shall be valid at the time of order and honored at the time of delivery, regardless of the length of time to delivery.

EXHIBIT B - INSURANCE REQUIREMENTS

Company shall procure, at its expense, and keep in full force and effect at all times during the term of this Agreement, the types and amounts of insurance specified below: "BAA Company Insurance Requirements" which is attached hereto and incorporated by reference herein.

The specified insurance shall include and insure Birmingham Airport Authority, City of Birmingham, Alabama and their respective directors, council members, agents and employees, including, with limits, the OAR and the Engineer and the other named consultants, their officers, agents and employees as additional insured's (with the exception of Worker's Compensation and Professional Liability), against the areas of risk associated with the Services as described in this RFP with respect to Contractor's operations, acts or omissions in the performance of this Agreement, its operations, use and occupancy of the Airport, and other related functions performed by or on behalf of Contractor in, on or about Airport, which the Contractor may be legally liable, whether such operations be by the Contractor, or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose act any of them may be liable.

A copy of the Contractor's current insurance certificate, verifying the Contractor's insurance coverage, must be submitted upon execution of the Agreement and prior to commencement of the Work. The minimum required insurance coverage is not intended to, and shall not in any manner, limit or reduce liabilities and obligations assumed by the Contractor, its agents, employees, or any subcontractor. Contractor shall furnish the insurance coverages outlined in Exhibit A: "BAA Contractor Insurance Requirements" either through existing policies or by virtue of a specific project policy, with deductible limits acceptable to the Authority. Certificates of Insurance shall be filed with the Owner prior to commencement of the Work on a Certificate of Insurance form, or Certificates, policies, or endorsements acceptable to the Owner. If such insurance coverages are required to remain in force after Final Payment, an additional certificate evidencing continuation of such coverage shall be submitted with the final Application for Payment by the Contractor. Information concerning reduction or cancellation of coverage shall be immediately furnished by the Contractor to the Owner.

All such insurance shall be primary and non-contributing with any other insurance held by Authority where liability arises out of or results from the acts or omissions of Contractor, its agents, employees, officers, assigns or any person or entity acting for or on behalf of Contractor. Such policies shall also include a Waiver of Subrogation and provide the Owner at least thirty (30) days prior written notice of any cancellation or non-renewal thereof. Such policies may provide for reasonable deductibles and/or retentions acceptable to the Authority based upon the nature of Contractor's operations and the type of insurance involved. Coverage, whether written on an occurrence or claims made basis, shall be maintained without interruption from date of commencement of the Work until date of Final Payment and termination of any coverage required to be maintained after Final Payment. If such insurance coverage is required to remain in force after Final Payment, an additional certificate evidencing continuation of such coverage shall be submitted with the final Application for Payment by the Contraction. If the Contractor's coverage is written on a claims-made basis, the Contractor shall also provide tail coverage to include claims made after the completion of the Work for the Completed Operations coverage for the required statute of repose.

Each specified insurance policy (other than Worker's Compensation and Employers' Liability and fire

and extended coverage's) shall contain a Severability of Interest (Cross Liability) clause which states, "It is agreed that the insurance afforded by this policy shall apply separately to each insured against whom a claim is made or suit is brought except with respect to the limits of the company's liability," and a Contractual Endorsement which shall state, "Such insurance as is afforded by this policy shall also apply to liability assumed by the insured under insured's Agreement with the Authority."

At least ten (10) days prior to the expiration date of the above policies, documentation showing that the insurance coverage has been renewed or extended shall be filed with Authority. If such coverage is canceled or reduced, Contractor shall, within fifteen (15) days of such cancellation or reduction of coverage, file with Authority evidence that the required insurance has been reinstated or provided through another insurance company or companies. In the event Contractor fails to furnish Authority with evidence of insurance and maintain the insurance as required, Authority upon ten (10) days prior written notice to comply, may, but shall not be required to, procure such insurance at the cost and expense of Contractor, and Contractor agrees to promptly reimburse Authority for the cost thereof. Payment shall be made within thirty (30) days of the invoice date.

Company shall provide proof of all required insurance and related requirements to Authority either by production of the actual insurance policy(ies); or a Certificate of Insurance in a form acceptable to the Authority. The documents evidencing all required coverage shall be filed with the Authority prior to Contractor performing Services or occupying the Airport. The documents shall contain (i the applicable policy number, (ii) the inclusive dates of policy coverage's, (iii) the insurance carrier's name, address and telephone number, (iv) shall bear an original signature of an authorized representative of said carrier, and (v) shall provide that such insurance shall not be subject to cancellation, reduction in coverage, or nonrenewal except after written notice by certified mail, return receipt requested, to the Authority at least thirty (30) days prior to the effective date thereof. Information concerning reduction or cancellation of coverage shall be immediately furnished by the Contractor to Owner. Owner reserves the right to submit to it, upon request, all pertinent information about the agent, broker, and carrier providing such insurance.

Authority and Contractor agree that the insurance policy limits specified herein shall be reviewed for adequacy annually throughout the term of this Agreement by the Authority who may, thereafter, require Contractor, on thirty (30) days prior written notice, to adjust the amounts of insurance coverage to whatever reasonable amount said Authority deems to be adequate.

All insurance policies shall be written in a company or companies lawfully authorized to do business in Alabama and are required to have a minimum A.M. Best financial rating of A minus, 8 (A-, VIII).

If Contractor has Subcontractor performing any work, the Subcontractor is subject to the same insurance requirements outlined in this section and on Exhibit A: BAA Contractor's Insurance Requirements.

Contractor is also advised of the statutory immunity of negligence applicable to the owner and its directors, which is contained in Article 2, Chapter 3 of Title 4 Section 4-30-50 of the Code of Alabama, 1975.

Indemnification: The Contractor hereby agrees to indemnify, defend and hold Owner, its agents, employees and designees ("Indemnities") harmless from all losses, claims, liabilities, injuries, damages and expenses, including attorney's fees, that the Indemnities may incur by reason of any injury or damage sustained to any person or property (including, but not limited to, any one or more of the Indemnities) arising out of or resulting from, in whole or part, the negligent performance, or lack of performance, by Contractor of its duties and obligations under or pursuant to this Agreement and Amendment

BAA COMPANY INSURANCE REQUIREMENTS

COMPANY PROVIDED INSURANCE FOR NON-AIRSIDE PROJECT COVERAGE

Type of Coverage	Minimum Limits
Worker's Compensation	Statutory
Employee's Liability	$1,000,000 Each Accident $1,000,000 Disease - Policy Limit $1,000,000 Per Employee
Requirements:	1. Voluntary Compensation Endorsement 2. Waiver of Subrogation
General Liability	$1,000,000 each occurrence $2,000,000 General Aggregate $2,000,000 Completed Operations/Products Aggregate $2,000,000 Personal Injury $5,000 Medical Payments
Requirements:	1. XCU Perils Coverage 2. Completed Operations Extended 3 Years 3. Broad Form Property Damage 4. Fellow Employee Coverage 5. Primary & Non-Contributory 6. Waiver of Subrogation 7. 30 Days' Notice of Cancellation to Certificate Holder 8. CG201O and CG2037 Endorsements 9. Contractual Liability applicable to Contractor's indemnification obligations
Business Automobile	$2,000,000 per occurrence combined limit for bodily injury liability and property damage
Requirements:	1. Covers owned, non-owned and hired autos. 2. Primary & Non-Contributory 3. Waiver of Subrogation 4. 30 Days' Notice of Cancellation to Certificate Holder
Umbrella	$5,000,000
Builder's Risk Policy	Amount of Project 1. **Requirement:** Contractor provide coverage for Contractor's equipment on the job site and all construction material and equipment which is schedule for the Work but has not been delivered to the Job Site 2. Coverage shall insure interest of Owner and Contractor 3. Provide Replacement Cost

4. Event of Loss proceeds of any claim shall be paid to the Owner who shall apportion the proceeds between the Owner and the Contractor as their interest may appear.
5. Coverage includes flood and earth movement.
6. Per Project Aggregate

Pollution Policy	$1,000,000 *(Depending on project)*
Professional Liability	$1,000,000 *(Depending on project)*

END OF REQUEST FOR QUOTES

BIRMINGHAM AIRPORT AUTHORITY

Birmingham-Shuttlesworth International Airport Badging Information and FAQs

Version 1.0

BIRMINGHAM AIRPORT AUTHORITY

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Section 1 - General Information and Purpose

The Birmingham-Shuttlesworth International Airport, hereafter referred to as BHM, and its governing organization, the Birmingham Airport Authority, hereafter referred to as BAA, is an airport regulated under Title 49 CFR §1542 -Airport Security and is required to issue identification media to individuals seeking unescorted access authority in regulated areas.

The BAA staffs a badge office that provides services to stakeholders and airport contractors for the purposes of undergoing the application for, issuance of, and renewal of identification media (badges).

This guide serves to familiarize you and your organization with the basic requirements of requesting ID badges from BHM and the steps to establish the authority to make those requests through the airport's badging office.

This guide is not all-inclusive, and its contents are subject to change at any time at the BAA's discretion or as regulation changes require its contents to change.

The Birmingham Airport Authority reserves the right to control the issuance of and possession of its issued identification media where regulations permit its discretion to do so. Access to the BHM airport is a privilege, not a right, and the BAA exercises its right as the airport operator to refuse ID media issuance to an applicant as it deems necessary for the safe and secure operation of BHM.

The BHM Airport Security Coordinator is the final authority on both the determination of issues involving access control at the airport as well as the airport's overall security.

Questions referencing this guide and its contents should be directed to Joseph Doane, the BAA's Badging Administrative Coordinator and Alternate Airport Security Coordinator at jdoane@flybhm.com or (205) 599-0817.

Section 2 - Requesting ID Media from BHM Airport

Organizations must establish an operational need to request access media from the airport's badging office. This is accomplished by contacting the airport's badging office and making the initial request to establish signatory authority.

Signatory authority, or authorized signers, are the individuals responsible for working with the airport's badging office for the sponsorship of organizational employees seeking ID badges.

The badging office, upon receiving this request, will contact the entity who can provide evidence of the organization's operational need for access to the airport. In example, for a construction company contracting to the Birmingham Airport Authority, the badging office would contact the BAA's Planning department to verify the contractor's operational need.

This is not specific to the BAA, however, as stakeholders may also provide legitimacy to the requests of parties not in formal agreements directly with the airport (such as concessionaire companies contracting firms to provide their restaurants with remodeling).

Once the badging office has verified the organization's operational need for access, badging personnel will assist the company's point of contact with establishing signatory authority.

The badging office will:

- Provide the organization with a copy of the compliance agreement for requesting ID media from the airport and assist them with drafting a request letter that names the organization's individual, authorized signatories.
- Assist the named signatories with undergoing the application process for badging. Once approved, the badging office notifies the new signatories that are approved for ID badges and assists them with undergoing training and formal ID issuance.
- Provide specific instructions to their authorized signatories as to their roles and responsibilities and begin processing organizational employees, as necessary, to undergo the airport badging process.

Section 3 - General Requirements

Each applicant requesting ID media from BHM will need to provide a completed application for the type of access that they are requesting that has been endorsed by their authorized signatory. The applicant will, after establishing an appointment with the airport's badging office, report to for their appointment with their completed application and identification from Form I-9's lists of acceptable documents.

Applications for ID badges are conducted on an appointment basis.

Applicants undergo a background check process that consists of either a fingerprint-based Criminal History Records Check or a basic threat assessment. Once the applicant has been adjudicated and a determination has been made whether the airport will issue an ID badge to the applicant, the badging office contacts the organization's signatories to advise them of the applicant's approval.

Badges are issued to employees on an appointment basis.

Applicants who are approved undergo training required for their access level and they are issued ID upon successful completion of their training.

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Each ID badge issued by BHM has an expiration date associated with it. Each badge holder for BHM is required to keep their ID badge in a current, unexpired state if they are employed with the organization who sponsored them, and they have an ongoing need for access to the airport.

Badges are renewed on an appointment basis within the month that they expire and function the same way that an initial application for an ID badge is conducted. Current badge holders seeking to renew their IDs will have to provide the badging office with a completed application that has been endorsed by their authorized signatory and provide it, along with two forms of ID from Form I-9's list of acceptable documents in conjunction with their expiring badge to renew.

Section 4 - Costs Associated with Badging

The table on the next page provides costs associated with badging at **BHM,** along with other costs associated with penalties involving airport access.

Safety and Security Charges

Security Badges I Access Fees

		Rate
Criminal History Records Check (CHRC) Aoolication Fee	Applicants using BAA SON	$ 35.00
Security Threat Assessment (STA) Application Fee	Applicants using any other SON or for AOA-only IDDs (STA Only)	$ 8.00
Security Badge Fee	New, renewal or replacements not related to a defective ID	$ 25.00
Unreturned Badge Fee		$ 500.00
Fingerprints	Re-roll and card Card only	$10.00 $8.00
Terminal Employee Parking (starting October 1, 2025)	Monthly rate charged to employer for each employee	$10.00

Replacement Fees for Lost Badges and Keys

		Rate
1st Lost Badge Replacement	$25.00 refund if lost ID returned	$ 100.00
2nd Lost Badge Replacement	$50.00 refund if lost ID returned (add security violation)	$ 200.00
3rd Lost Badge Replacement	$100.00 refund if lost ID returned (add security violation)	$ 300.00
1st Lost Cyberkey Replacement	$25.00 refund if lost Key returned	$ 100.00
2nd Lost Cyberkey Replacement	$50.00 refund if lost Key returned (add security violation)	$ 200.00
3rd Lost Cyberkey Replacement	$100.00 refund if lost Key returned (add security violation)	$ 300.00

Safety or Security Violations

		Rate
1st Security or Safety/Driving Violation	Security violation and retraining	$ 100.00
2nd Security or Safety/Driving Violation	Security violation, retraining and 30 day suspension of privileges	$ 200.00
3rd Security or Safety/Driving Violation	Security violation and revocation of all privileges	$ 300.00
1st LKP Program Violation	Security violation and retraining	$100 per day and $500 per incident
2nd LKP Program Violation	Security violation, retraining and 30 day suspension of privileges	
3rd LKP Program Violation	Security violation and revocation of all privileges	

Section 5 - Frequently Asked Questions

Q: How long does it take for a badge to be approved?

Badges are approved as the office can process them. Badging timelines are not defined and could take as long as 30 calendar days for an applicant to receive an approval. Background investigations are multi-faceted and may take additional work to complete.

Q: What identification is acceptable for applicants seeking ID badges?

Identification acceptable to the airport's badging office is listed on Form 1-9 s lists of acceptable documents. Each applicant is required to provide the airport with two forms of identification that:

- Provides for their identity and work authorization in the United States and/or proof of US citizenship. This is accomplished with one List A document paired with a List B or C document, or one List B document with one List C document.
- One of the two forms of identification must be a photo ID issued by a government entity, such as a US Passport or state driver license or identification.
- The identification provided for this purpose must be original or certified copies of original documents and must be unexpired if they contain an expiration date.
- Identification must relate to its bearer, i.e., photos must match the appearance of the applicant and names should match across documents where applicable.

Note: Foreign-born applicants must provide proof of legal status or citizenship gained in the United States.

Q: What happens if an applicant is denied?

Applicants are notified that they have been denied issuance by the airports badging office. The authorized signatories sponsoring them are also notified.

BIRMINGHAM AIRPORT AUTHORITY

Q: What is a disqualifying offense?

A disqualifying offense is any criminal activity that has resulted in an arrest, followed by a conviction. For the purposes of a conviction, any plea of no contest or a plea of guilt by reason of insanity also constitutes a conviction. Disqualifying convictions are included on the application and enumerated in **49 CFR §1542.209(d).**

Q: **What are the badge office hours?**

The badge office operates Monday-Friday, 8:00 AM until 4:00 PM CST. The office recognizes holidays in accordance with the City of Birmingham s holiday schedule.

Q: How do I make an appointment for the badging office?

Appointments can be made by visiting the airports website at ww1rv.flybirmingham.com/badging.

Q: Are there limits to how many badges my organization can have?

There are no defined limits to the number of badges an organization may have. The organization needs only have a legitimate, operational need for access its requests for the purpose of their business at the airport.

Q: Can the badge office provide us with background checks for our employees for the purposes of our employment decisions?

No. BHM is prohibited. From disclosing the contents of or existence of any record(s) to anyone other than the individual the information pertains to.

Q: The badge office sent a letter to one of my applicants. What should my applicant do?

If the airport needs to communicate directly with an applicant pertaining to their application, it will do so through USPS certified mail. The applicant should follow the instructions detailed in the letter.