



JACKSONVILLE STATE UNIVERSITY

REQUEST FOR PROPOSAL

**Jax State Football Stadium Catering Operations
RFP#26-05-27-0017**

**SEALED PROPOSALS MUST BE RECEIVED BY:
2:30 P.M. CST on Wednesday, May 27, 2026**

Proposal Delivery Address:

**Jacksonville State University
Attn: Shasta Platt
Procurement and Fixed Assets
700 Pelham Rd N
324 Angle Hall
Jacksonville, AL 36265**

**REQUEST FOR PROPOSAL
SIGNATURE CERTIFICATION PAGE**

Proposal Number: Jax State RFP #26-05-27-0017
Description: Jax State Football Stadium Catering Operations
Due Date: May 27, 2026 **Time:** 2:30 P.M. CST
RFP Issue Date: May 6, 2026

Proposals will be accepted until the time and date specified above. The proposal package and envelope must be sealed and properly marked with the proposal number, date and time of opening and vendor's return address.

One (1) original hardcopy and two (2) hardcopy copies along with a flash drive containing a copy of all documents (as one file) should be submitted. It is the vendor's responsibility to ensure that the proposal packet arrives in the Procurement and Fixed Assets office on time. The proposal packet should be hand delivered or sent by FedEx or UPS. No electronic proposals will be accepted. Questions concerning the RFP and submission process should be submitted in writing to Shasta Platt at splatt@jsu.edu. Telephone inquiries are not accepted.

Company Name: _____

Name (Type or Print) _____

Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

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 and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder hereby certifies that they are in full compliance with State of Alabama Act No. 2006-557 and acknowledges that the awarding authority may declare the contract void if the certification is false.

Jacksonville State University reserves the right to accept or reject all proposals or any portion thereof. Jax State assumes no liability for vendor's expenses incurred in preparing responses to this RFP. Once received, all proposals become the property of Jax State.

Signature of authorized agent: _____

Printed Name and Title: _____

Jacksonville State University

Request for Proposal

Jax State Football Stadium Catering Operations

Jacksonville State University (Jax State) is seeking proposals from qualified food service management firms for the provision and management of our football stadium catering operations.

Jax State Football Stadium Catering Operations

Table of Contents

- 1 General Information
 - 1.1 Statement of Purpose
 - 1.2 University Background
 - 1.3 Scope of Service, Specifications, Requirements, and Expectations
 - 1. Suites and Club Level
 - 2. Time of Service
 - 3. Plateware and Condiments
- 2 Contract Terms & Conditions
- 3 Proposal Requirements
 - 3.1 Company Overview
 - 3.2 Offerings
 - 3.3 Organizational Development
 - 3.4 Financial Summary
 - 3.5 Transition Plan
 - 3.6 Invoicing Requirements
 - 3.7 Force Majeure
 - 3.8 Drug Free Workplace
- 4 Evaluation & Award Timeline
 - 4.1 Evaluation of Proposals
- 5 Contacts & Proposal Information
 - 5.1 Inquiries & Responses
 - 5.2 Mandatory Site Visits and Sample Food Items
 - 5.3 Proposal Submission Instructions

1 General Information: RFP for Jax State Football Stadium Catering Operations

1.1 Statement of Purpose

Jacksonville State University desires to contract with a reputable and responsible firm which can efficiently and effectively maximize management of our football stadium catering operations during all home football games and other events held at the Jax State football stadium to increase net revenues by developing strategies that benefit Jax State and the successful vendor. This RFP is for services at the football stadium and may include future campus area events and/or banquet catering options going forward. There are several areas of work with the first consisting of a seven-story facility. The first four floors of the facility house a student resident hall. The top three premium area floors include thirty-three (33) luxury suites with a capacity of approximately 714. To view a suite area, visit [Jax State Football Suite](#). There is a club level with reserve seating outside and a restricted

meeting/dining area that has a capacity of approximately 1,026 and includes two super suites, each holding 35 guests. The Loring and Debbie White Football Complex has a total of 10 suites with 8 suites accommodating 25 guests each and 2 super suites accommodating 50 guests each. A meal is served at all home football games. Our goal is to partner with a vendor that can help us increase our food experience during home game days and events, while also supporting corporate initiatives for guest entertainment and satisfaction while attending football games and events at Jax State.

The successful vendor is expected to provide game day catering services as needed with offerings that include a variety of nutritious choices, regional and world cuisines made with local ingredients when possible.

1.2 University Background

Jacksonville State University located in Jacksonville; Alabama was founded in 1883. On June 23, 2020, Dr. Don C. Killingsworth, Jr., became the university’s 13th president. Jax State has a faculty workforce of more than 1,200 full-time employees. Fall 2025 enrollment crossed over 10,000 and has over 70,000 alumni in 50 states and 136 countries. The school’s mascot is the Gamecocks, and the school’s colors are red and white. Jax State competes in 18 sports and is a member of Conference USA (CUSA). The Football Stadium Catering Operations will report to the Manager of Hospitality Services and is overseen by the Associate Vice President of Auxiliary and Business Services. Additional information about Jacksonville State University can be found on our website www.jsu.edu.

1.3 Scope of Service, Specifications, Requirements and Expectations

The Football Stadium Catering Operations vendor will be responsible for providing excellent food service at the highest possible standards and at the best value to Jax State for our game day and event guests, students, donors, student-athletes and stakeholders. Provide a catering program that meets or exceeds industry standards for comparable collegiate athletic facilities. Operate the catering program with minimal inconvenience and disruption to the operations of the Jax State team and administration. The awarded vendor will be liable for all laborers, supplies and equipment to fulfill service needs. If needed, a list of catering smallware equipment we have available to rent with pricing is within this RFP.

Please see specifications, requirements and expectations of football stadium catering operations requested by Jax State contained in the following pages of this document. Please indicate your acceptance as noted and submit you’re pricing per plate for the requested services in the spaces provided.

Adherence to Jax State specifications will be considered during bid evaluation. **In the event specifications as required cannot be met, specification exceptions must be noted at each specification in the space provided and detailed.**

Game Day and Event Catering Specifications, Requirements and Expectations	
The vendor shall be responsible for providing excellent food service at the highest possible standards and at the best value to Jacksonville State University for our game day and event guests, students, donors, student-athletes and stakeholders.	Yes / No
The vendor shall provide a catering program that meets or exceeds industry standards for comparable collegiate athletic facilities.	Yes / No
The vendor shall develop a standardized catering operation manual, which will outline internal policies and procedures. A copy of the manual will be provided to Jacksonville State University.	Yes / No

The vendor shall support the university's goals related to increasing participation, affordability, satisfying special dietary requirements, and meeting nutritional requirements.	Yes / No
Jacksonville State University, through its duly authorized representative, shall at all reasonable times have the right to examine books, papers, point of sale systems, and other records of the vendor relating to the services herein.	Yes / No
The vendor, without exception, shall indemnify and save harmless Jax State and its employees from liability of any nature or kind.	Yes / No
The vendor shall save and hold the University harmless from actions or claims against Jax State which may arise in connection with the scope of work specified herein.	Yes / No
Jax State will not enter a contract which contains a clause requiring Jax State to indemnify or hold harmless parties. Any exception will be limited to the terms and limits of the Jax State general liability insurance coverage or an Alabama Board of Adjustments ruling.	Yes / No
Any contract resulting from this solicitation shall be governed in all respects by the laws of the State of Alabama and any litigation with respect thereto shall be brought in the courts of the State of Alabama.	Yes / No
The vendor shall provide all the following elements necessary to provide premium area catering labor, on-site supervision, equipment & maintenance, custodial services, uniforms and supplies, and training.	Yes / No
The vendor shall abide by all applicable state, federal and local laws, all applicable sanitation, safety and fire codes and regulations pertaining to vendor on-campus operations.	Yes / No
The vendor shall provide optimum satisfaction for patrons year-round.	Yes / No
The vendor shall display significant attention to presentation, service, and quality for premium area catering, event catering, and any additional revenue generating services.	Yes / No
The vendor must show creativity in venue usage and financial impact in all areas of the resulting contract, including revenue generation.	Yes / No
The vendor is responsible for tracking expenditures and maintaining all financial data on a vendor provided system. Jax State will not provide any technology.	Yes / No
The vendor shall not include any sales or use taxes in price or invoice that the State may be required to pay	Yes / No
The vendor will be financially responsible for any damage to Jax State facilities, equipment, or property caused by vendor personnel.	Yes / No

The vendor must provide a contingency plan for staffing shortages, supply chain disruptions, equipment failure, and severe weather.	Yes / No
The vendor shall comply with all applicable provisions of Jacksonville State University's other obligations, including contractual agreements.	Yes / No
The vendor shall follow all present policies regarding use of university equipment.	Yes / No
The vendor shall be subject to occasional university, auxiliary and business services, and athletic department training protocols.	Yes / No
The vendor shall strictly adhere to campus regulations regarding personnel behavior and safety. The vendor shall ensure proper conduct of its personnel.	Yes / No
The vendor shall provide all supplies and equipment to fulfill services needs at each home football game and/or event while providing catering services. The vendor shall be responsible for operational costs including supplies, materials and normal maintenance of equipment required for food services at Jax State.	Yes / No
The vendor must always maintain a Health Department Grade "A" rating. A copy of all health department inspection reports shall be provided to Jax State. Any rating less than Grade "A" shall constitute a breach of contract. Vendor must notify Jax State within 2 hours of any health inspection finding, citation, or corrective action requirement.	Yes / No
The vendor shall ensure that all local health regulations are followed. The local health department inspector will visit the operations on a regular basis before and during events to ensure the food and beverage products are properly handled. The vendor shall be responsible for any costs incurred if regulations are not met.	Yes / No
The vendor shall ensure that their employees follow CDC, state, & local requirements and provide all material elements for compliance. If a citation or fine is presented to the vendor or Jax State, the vendor shall be responsible for the citation or fine and not Jax State.	Yes / No
The vendor must maintain temperature logs for all hot and cold items and provide them to Jax State upon request	Yes / No
The vendor must meet or exceed all conference and institutional protocols as well as local, state, and federal public health regulations for the safe and sanitary handling and holding of food and beverage products.	Yes / No
The vendor shall be responsible for cleaning and sanitizing food service areas after each event and/or game day.	Yes / No

All foods, drinks, beverages, or other edible products used in food preparation shall be first quality, wholesome and pure, and shall conform in all respects to federal, state, and local law ordinances and regulations.	Yes / No
The vendor shall empty all trash and refuse receptacles in the dining and kitchen areas, as needed, and remove all garbage and waste to a place described by Jax State for disposal by the university.	Yes / No
The vendor shall maintain full and accurate records and accounts in connection with the food service operations. All such records shall be retained by the vendor for a period of two (2) years after contract end date and may be audited by Jacksonville State University's designated representative at any time during regular working hours.	Yes / No
The vendor will ensure its staff is trained in proper food and beverage handling practices.	Yes / No
The vendor shall provide Safety Data Sheets (SDS) to Jax State environmental health and safety officer prior to commencement of services of the resulting contract for any known chemical to be used in the performance of this contract. The vendor shall continue to provide current SDS sheets for chemicals prior to bringing them onto university premises throughout the resulting contract.	Yes / No
The vendor shall require all vendor personnel assigned as food handlers at the university to submit to periodic health examinations (at least as frequently and as stringently as required by law) and to submit satisfactory evidence of compliance with all health regulations to the university upon request. The vendor shall visually inspect vendor personnel to ensure compliance with established hygienic practices.	Yes / No
Vendor will create an obtainable, observable, and trainable service standard, so that each vendor employee understands their role. The vendor must take tremendous care and time to recruit and hire the appropriate staff to execute the right tasks. These characteristics include a positive, professional demeanor; acceptance of responsibility; a commitment to deliver consistent services; respect for the Jax State staff, guests and their opinions; and the understanding that the guest is the most important person at the event.	Yes / No
The vendor shall be responsible for all catering set-up, teardown and clean-up in each area before and following every home game and/or event for premium area catering and additional revenue generating services. Set-up will be the day prior to each home game from 1:00 P.M. CST to 5:00 P.M. CST only and food preparation on game days is six (6) hours prior to kick-off. The vendor will be allowed to leave catering items on Meehan suite levels throughout the season. The game day clean-up will be within one hour of game ending time. The vendor is responsible for cleaning up each area of game day catering operations, food and equipment following every meal including the prep kitchen area.	Yes / No

The vendor shall provide a designated supervisory person in each of the venues during each event and/or game day for premium area catering and additional revenue generating services.	Yes / No
The vendor will provide an adequate number of trained personnel to ensure efficient, considerate, and courteous service in all venues before, during and after each event for premium area catering, event catering, and any additional revenue generating services. Vendor shall ensure team performs necessary duties other than day of games or events during universities operating hours M-F 8:00AM-4:30PM.	Yes / No
The vendor's staff must be in professional attire whenever they are in the service venues. This attire should be the same for all home games and be approved by Jax State Hospitality Services.	Yes / No
The vendor shall provide adequate training and supervision for its service personnel to ensure that customers receive fast, efficient, and courteous service for premium area catering, event catering, and additional revenue generating services.	Yes / No
The vendor shall maintain the accepted staffing levels for each event unless otherwise agreed to in writing by Jax State.	Yes / No
The vendor shall ensure that all full time, part time, temporary, or volunteer employees have approved background checks as required by the university policy. Any charges incurred for background checks shall be the sole responsibility of the vendor	Yes / No
The vendor shall supervise, advise, and train all personnel to ensure there are adequate personnel to perform services under the resulting contract. The vendor will ensure there are adequately trained relief personnel to substitute for absent regular personnel.	Yes / No
The vendor shall employ and supervise all labor and management necessary for the efficient and effective operation of all services stated herein and satisfactory to the university. Jax State reserves the right to screen vendor personnel, and the vendor shall honor the recommendations of the university with respect to the employment or retention of vendor personnel. The vendor shall remove any vendor personnel from the university that is not acceptable to the university.	Yes / No
The vendor shall provide trained, experienced service personnel or any other personnel necessary to perform under the resulting contract (i.e. administrative, dietetic, purchasing, and equipment consulting personnel, etc.). Vendor personnel shall have relevant knowledge, skills, and abilities to provide effective and efficient service under the resulting contract.	Yes / No
The vendor shall supply adequate and competent personnel to clean tables and spillage in all food service areas including club level and suites during game day and event hours of operation.	
The vendor shall furnish all non-management vendor personnel with uniforms and all vendor personnel with nametags acceptable to the university. Vendor personnel should always wear uniforms and nametags while performing services under the resulting contract.	Yes / No

<p>The vendor personnel shall be well groomed and shall comply with the rules and regulations with respect to personal hygiene and conditions of work as established or promulgated by the State Department of Health and any other governmental agency.</p>	<p>Yes / No</p>
<p>Drinking of alcoholic beverages or the use of illegal drugs on the job by vendor personnel shall not be permitted. Smoking is prohibited inside all facilities owned, leased, or operated by Jacksonville State University.</p>	<p>Yes / No</p>
<p>Jacksonville State University reserves the right to request the replacement of any vendor management personnel due to operating difficulties determined to be result of inferior on-site management practices/performance. Jax State will furnish a thirty (30) day notice for replacement of vendor management personnel.</p>	<p>Yes / No</p>
<p>Failure to meet any specifications or contract terms, including those listed below, during the term of the awarded contract may result in penalties, up to and including termination.</p> <p>Late service</p> <p>Poor quality of food</p> <p>Understaffing</p> <p>Failure to clean</p> <p>Billing issues</p> <p>Health code or other regulatory violations</p>	<p>Yes / No</p>

Please provide financial details for two distinct game day catering service models. Jax State will review all proposals and reserves the right to select either option in full or implement a combination of both options for the 2026 football season, as outlined in the notice of award issued on June 1, 2026. The university anticipates utilizing the buffet service model for the Meehan club level and reserves the right to select either service model, or a combination of both, for suites.

1. Suites and Club Level Menu Expectations

Option 1: Proposers shall provide pricing on a cost-per-plate basis for each game and service area based on the proposed menus below, including tailgate offerings. If any deviations or enhancements are

recommended, proposers should clearly outline those within their submission. A simplified cost-by-area layout sample is provided below.

- a. Buffet style services will be provided in designated communal areas on each floor.
- b. Appetizers for each game will be available for suites only, including Meehan 6th and 7th floors as well as the Loring and Debbie White Football Complex. The Meehan club level will NOT have an appetizer option.
- c. Tailgate offerings will be available at all home football games and shall include hot dogs, nachos with cheese and chili, popcorn and soft self-serve ice cream stations on each floor.

OPTION 1: 2026 JAX STATE GAME DAY CATERING COST PER PLATE MENU

(ALL GAME OPPONENT, DATE, AND TIME SUBJECT TO CHANGE DUE TO CUSA AND/OR BROADCAST CHANGES)

SATURDAY, SEPTEMBER 5TH VS EASTERN KENTUCKY (TIME-TBA)

APPETIZER – Buffalo Chicken Dip and Tortilla Chips
Pimento Cheese Dip and Multigrain Cracker
French Onion Dip and Homemade Chips
ENTRÉE – Hamburgers
SIDES – Baked Beans AND Potato Salad
DESSERT – Pecan Pie AND Assorted Cookies

SATURDAY, SEPTEMBER 19TH VS GEORGIA SOUTHERN (TIME-TBA)

APPETIZER – Buffalo Chicken Dip and Tortilla Chips
Pimento Cheese Dip and Multigrain Cracker
French Onion Dip and Homemade Chips
ENTRÉE – Pulled Pork (buns on side)
SIDES – Mac-N-Cheese AND Coleslaw
DESSERT – Bread Pudding AND Assorted Cookies

SATURDAY, SEPTEMBER 26TH VS MIDDLE TENNESSEE (TIME-TBA)

APPETIZER – Jalapeno Poppers
Mexican Street Corn Dip and Fritos
ENTREE – Nacho Bar
SIDES – Rice and Beans
DESSERT – Churros AND Assorted Cookies

TUESDAY, OCTOBER 13TH VS FIU (TIME-TBA)

APPETIZER – Chili
ENTRÉE – Deli Sandwiches
SIDES – Homemade Chips with French Onion Dip AND Pasta Salad
DESSERT – Peach Cobbler AND Assorted Cookies

SATURDAY, NOVEMBER 7TH VS SAM HOUSTON (TIME-TBA)

APPETIZER – Buffalo Chicken Dip and Tortilla Chips
Pimento Cheese Dip and Multigrain Cracker
French Onion Dip and Homemade Chips
ENTRÉE – Wings (Lemon Pepper & Buffalo)
SIDES – House Salad AND Potato Chips
DESSERT – Brownies AND Assorted Cookies

SATURDAY, NOVEMBER 21ST VS MISSOURI STATE (TIME-TBA)

APPETIZER – Pimento Cheese Dip and Multigrain Cracker
French Onion Dip and Homemade Chips

Spinach Artichoke Dip with Pita Chips
 ENTRÉE – Chicken Fingers
 SIDES – Caesar Salad and Potato Wedges
 DESSERT – Banana Pudding AND Mini Cupcakes

EARLY GAME MEAL IF ASSIGNED AS ALL TIMES ARE TBA:

APPETIZER – Sausage Balls
 Cream Cheese and Bagels
 ENTRÉE – Chicken and Waffles
 SIDES – Scrambled Eggs AND Cheese Grits
 DESSERT – Mini Fruit Cups with Fruit Dip

Jax State Football Stadium Catering Per Plate Cost:

Jax State vs. Eastern Kentucky 9/5/26

Area	Labor	Overhead	Food	Supplies	TOTAL PER PLATE COST
Meehan Suites					
Meehan Club Level (Club level suites eat from buffet)					
White Complex					
Total Cost Per Game					

Jax State vs. Georgia Southern 9/19/26

Area	Labor	Overhead	Food	Supplies	TOTAL PER PLATE COST
Meehan Suites					
Meehan Club Level (Club level suites eat from buffet)					
White Complex					
Total Cost Per Game					

Jax State vs. Middle Tennessee 9/26/26

Area	Labor	Overhead	Food	Supplies	TOTAL PER PLATE COST
Meehan Suites					
Meehan Club Level (Club level suites eat from buffet)					
White Complex					
Total Cost Per Game					

Jax State vs. FIU 10/13/26

Area	Labor	Overhead	Food	Supplies	TOTAL PER PLATE COST
Meehan Suites					
Meehan Club Level (Club level suites eat from buffet)					
White Complex					
Total Cost Per Game					

Jax State vs. Sam Houston 11/7/26

Area	Labor	Overhead	Food	Supplies	TOTAL PER PLATE COST
Meehan Suites					
Meehan Club Level					

(Club level suites eat from buffet)					
White Complex					
Total Cost Per Game					

Jax State vs. Missouri State 11/21/26

Area	Labor	Overhead	Food	Supplies	TOTAL PER PLATE COST
Meehan Suites					
Meehan Club Level (Club level suites eat from buffet)					
White Complex					
Total Cost Per Game					

OPTION 2: 2026 JAX STATE GAME DAY CATERING PACKAGE MENU OPTIONS

Option 2: Proposers shall provide three (3) Game Day Package menu options available for suite selection for each home football game, in addition to all tailgate offerings located in communal areas. Pricing shall be consistent per package across all home games.

Each package shall include, at minimum, one main entrée, one side, one salad, and one dessert.

It is preferred that one (1) package option remains consistent throughout the season, while the remaining two (2) options rotate on a game-by-game basis. A simplified layout sample sheet is provided below for reference.

Selected packages will be set up and delivered directly within each suite. This service mode does not apply to the Meehan Club level.


- a. Jax State Hospitality Services will select from the proposed package options for each home game, including any potential use for Meehan Hall Club level guests if operationally appropriate.
- b. Tailgate offerings will be available at all home football games and shall include, at a minimum: hot dogs, nachos with cheese and chili, popcorn and soft self-serve ice cream stations on each floor.

Additional options: An a’ La Carte menu will be made available exclusively for suite guests, allowing for additional purchases at the guest’s expense beyond the standard game day menu packages.

Jax State Football Stadium Catering Per Package Cost:

Packages	Labor	Overhead	Food	Supplies	TOTAL COST
Cocky					
Fear The Beak					
AKC					

	Labor	Overhead	Food	Supplies	TOTAL COST
5 th floor					



2026 GAMECOCK FOOTBALL SUITE AND CLUB MENU

DUE 10 DAYS PRIOR TO KICK-OFF

FOOD WILL BE DELIVERED & SET UP IN SUITES 2 HOURS PRIOR TO KICK OFF
ALL PACKAGES WILL SERVE 20 SUITE GUEST

All Packages Include: Coca-Cola Products, Condiments, All Necessary Paper Products, and Ice.

COCKY
PACKAGE

\$

Entree:

Side:

Salad:

Dessert:

FEAR THE BEAK
PACKAGE

\$\$

Entree:

Side:

Salad:

Dessert:

A.K.C
PACKAGE

\$\$\$

Entree:

Side:

Salad:

Dessert:

A LA CARTE MENU SELECTIONS

ORDERS AVAILABLE HALF OR FULL SIZES. HALF ORDER SERVES 10 GUESTS; FULL ORDER SERVES 20 GUESTS.

<u>ENTREES</u>	<u>SIDES</u>	<u>DESSERTS</u>
Hotdogs \$\$	Chips & Queso \$\$	Assorted Cookies \$\$
Chicken Tenders \$\$	Pasta Salad \$\$	Brownies \$\$
Pimento Cheese \$\$	Garden Salad \$\$	Banana Pudding \$\$
<i>(Sandwiches)</i>	Fruit Platter \$\$	Peach Cobbler \$\$
Hamburgers \$\$	Veggie Platter \$\$	Jax State Cupcakes \$\$
Deli Sliders \$\$	House Potato Chips \$\$	Bread Pudding \$\$
Wings \$\$	Mac & Cheese \$\$	

2. Time of service

- a. Buffet in communal areas and packages inside suites will be set up two hours prior to kick-off. A La Carte delivery will be at suite guests requested time.
- b. Clean-up will begin at the start of the fourth quarter.

3. Plateware and condiments

- a. Sturdy disposable plates, cups, utensils, and napkins will be provided.
- b. Ketchup, mustard, mayonnaise, salt, and pepper will be provided.

<u>2026 Jax State Home Games</u>	<u>Date</u>	<u>Time</u>
Jax State vs Eastern Kentucky	9/5/26	TBA
Jax State vs Georgia Southern	9/19/26	TBA
Jax State vs Middle Tennessee	9/26/26	TBA
Jax State vs FIU	10/13/26	TBA
Jax State vs Sam Houston	11/7/26	TBA
Jax State vs Missouri State	11/21/26	TBA

<u>Spaces</u>	<u>Suites</u>	<u>Capacity</u>	<u>Total Attendance</u>
Meehan Suites (6 th & 7 th Floors)	29	20	580
Meehan Suites (6 th Floor Visitor Suite)	1	16	16
Meehan Suites (7 th Floor)	1	48	48
Meehan Suites (Club Level)	2	35	70
Meehan Club Level	0	1026	1026
Meehan TOTAL	33		1,740
White Complex Suites	8	25	200
White Complex Suites	2	50	100
White Complex TOTAL	10		300
Non-Football Events		10-300	10-300
Total	43		2,040

All pricing submitted in response to the RFP shall be firm and not subject to increase for the duration of the contract, including renewal periods, unless mutually agreed in writing by Jax State.

Smallware Catering Items for Rental

Description	Rental of Each Per Game/Event
CHAFFER FRAME FULL SIZE CERVE CHROME	\$5.00
PAN STEAM TABLE FULL S/S 24 GAUGE 2.5 D	\$3.00
RACK ECONOMIC BAKERY PAN 20 PANS	\$100.00
HOLDER 8.5W X 11H TOP LOADING	\$0.50
BOWL SQ 10X10X3.25 BLACK MELAMINE	\$5.00
DISPLAY 4-TIER ROUND 36DIA X 54H BLACK	\$150.00
HOLDER CONDIMENT 3 TIER BLACK WIRE W/PLASTIC	\$30.00
WARMER KETTLE BLK 10 QT	\$30.00
TONG 6 S/S	\$1.00

HOLDER 3-TIER SMALL CERVE CHROME	\$10.00
9 TONGS S/S	\$1.00
WARMER SOUP KETTLE 10.5 QT	\$30.00
TABLES CRATE NESTING SET/5	\$100.00
DISPENSER INFUSION 3 GAL SS BPA F	\$30.00
SPOON 7.5 S/S SMALL BOWL	\$1.00
HUBERT RECEPTACLE WHITE 10 GALLON	\$3.00
PAN ELEC WATER BLK PLAS FULL SZ 900 WATT	\$5.00
SPOON S/S SOLID 11.5 L HOLLOW HNDL - HUB	\$1.00
SPOON SLOTTED SERVE HOLLOW HNDL HUBERT	\$1.00
RISER LRG RECT SHORT CERVE CHR W/WHT TOP	\$5.00
LINER REPLACEMENT FOR WARMER 55447/20889	\$3.00
PEDESTAL ACRYLIC CLEAR 9.5DIA X 3.5H	\$5.00
PEDESTAL ACRYLIC CLEAR 9.5DIA X 5H	\$5.00
RISER WOODEN BLACK SET/3	\$30.00
SHELF STRAIGHT 3-TIER CERVE CHR W/WHITE	\$30.00
PLATTER RAIN STYRENE RECTANGULAR 18L	\$10.00
BOWL HAMMERED DOUBLE WALL 25OZ 14X4.5	\$30.00
BOWL MELAMINE CASCADING BLACK 60OZ	\$5.00
CART UTILITY 2-SHELF 38X26 500#CAP	\$60.00
STAND SERVING WHT PORCELAIN 8 DLAX3 H	\$3.00
PLATTER RAIN STYRENE RECTANGULAR 14L	\$10.00
BOWL MELAMINE CASCADING RED SENSATION 60OZ	\$5.00
BOWL SQ 10X10X3.25 WHITE MELAMINE	\$5.00
STAND SERVING WHT PORCELAIN 8 DLAX3.125 H	\$3.00
DUST PAN LOBBY WET/DRY	\$5.00
BOWL MELAMINE CASCADING WHITE 60OZ	\$5.00
PLATTER RAIN STYRENE RECTANGULAR 21L	\$10.00
CANDY SLANT TOP ICE BLACK	\$100.00
DOLLY SHEET PAN W/SIDES & HANDLE	\$50.00
DOLLY SHEET PAN 2-TIER	\$50.00
PAD HOT TERRY CLOTH 10X11 DOZEN	\$5.00
HUBERT LID WHITE FOR 10 GALLON RECEPTACLE	\$1.00
DISPLAY BREAD VERTICAL ACRYLIC ONLY	\$20.00
TEMPERED GLASS RECT NAR CLR 33.5LX7.75	\$30.00
CONDIMENT HOLDER WHITE MELAMINE 3-7/8	\$3.00
AIRPOT GLASS LINED PUMP	\$10.00
PAN STEAM TABLE 1/3 S/S 24 GAUGE 4D	\$3.00

TRAY S/S OVAL 9 X 6	\$1.00
PAN STEAM TABLE FULL S/S 24 GAUGE 2.5 D	\$3.00
CART W/LIP 3-SHELF 24X18X40.5 GRAY	\$30.00
GRILL ROLLER 30 HOT DOG	\$50.00
BROOM PLOY BRISTLE FLAGGED (52.5 L)	\$2.00
TRAY S/S OVAL 11-3/4 X 7 3/4	\$1.00
HOUSING WHITE MELAMINE FULL SZ	\$5.00
CHAFER FRAME FULL SIZE CERVE BLACK	\$10.00
S/S INSERT S/S VEG 11 QT.	\$10.00
RISER MULTI-LEVEL BLACK STEEL 12 H	\$50.00
TOTE SAF-T ICE SHORTY	\$10.00
EASEL SIDE CURVE CUT-OUTS MATTE BLK 2.5	\$0.50
HANDLE WET MOP GATE STYLE WOOD 60	\$3.00
SPOON REST JUMBO STAINLESS RECT 10X5.5	\$3.00
HOLDER 3-TIER FOR 7 SQ BOWLSCERVE CHROME	\$10.00
RISER MULTI-LEVEL BLACK STEEL 8 H	\$5.00
DISPENSER INFUSION 3 GAL SS BPA F	\$20.00
DISPLAY BREAD VERTICAL CHROME	\$50.00
ROLL TOP COVER ONLY	\$10.00
BOWL SQUARE 7 WHITE	\$1.00
HOUSING FULL SIZE SHORT CERVE CHROME	\$5.00
TEMPERED GLASS RECT WIDE CLEAR 35LX14W	\$30.00
TEMPERED GLASS SQUARE CLEAR 14LX14W	\$20.00
WINCO EWP-2 ELECTRC WATER PAN FULL SZ	\$10.00
KEYSTON KETCHUP 3.0	\$20.00
KEYSTON YELLOW MUSTARD 3.0	\$20.00
KEYSTON SWEET RELISH 3.0	\$20.00
SDX HUMIDITY PAN	\$20.00
SDX Holding Transport Cbnt Institutut	\$500.00
SHOWTIME POPCORN MACHINE ELECTRIC-COUN	\$100.00
MOP BUCKET w WRINGER (36QT)	\$30.00
TONGS ICE STAINLESS STEEL 6	\$1.00
RISER SMLL RECT SHRT CERVE CHRM W/WHT TP	\$5.00
NYLON LATCH FOR NEW STYLE UPC300 ONE LAT	\$1.00
PAN 1/3 SIZE 4 D 22 GAUGE	\$2.00
2' x 6' Foot Table	\$10.00
60" Round Table	\$10.00
High-top Round Bar Table	\$10.00

Low-top Round Small Table	\$10.00
---------------------------	---------

2 Contract Terms and Conditions

This document is a request for proposal and not an offer to purchase. Nothing contained in this RFP creates a contractual relationship between Jacksonville State University and any supplier. Jacksonville State University makes no commitment to or by virtue of this RFP to purchase products or services from any supplier. Such a commitment may be made only in and through a properly executed agreement.

Confidentiality – Upon receipt, all proposals become the property of Jacksonville State University (Jax State). Proposals are subject to disclosure in accordance with applicable state open records laws, including the Alabama Open Records Act, and other applicable university policies. Vendors are advised that materials submitted in response to this RFP may be subject to public disclosure unless a specific exemption applies. Any information the vendor considers to be proprietary, confidential, or exempt from disclosure must be clearly identified and marked as such in the proposal at the time of submission, with the specific legal basis for the claimed exemption.

Jax State will make reasonable efforts to protect properly identified confidential information to the extent permitted by law; however, the university makes no guarantee that such information will be exempt from disclosure and shall not be liable for the release of information required by law.

Proposal cost and liability - Jax State assumes no liability for firms' expenses incurred in preparing responses to this RFP.

Life of contract and termination procedures - This will be a one (1) year contract with an option to extend the contract for three (3) additional one (1) year terms upon the agreement of both parties.

Insurance requirements - General Liability and Workers Compensation. General liability insurance increments of \$1,000,000 per individual per incident with a maximum of \$3,000,000 per incident with three individuals involved.

Sales Tax – Jacksonville State University is exempt from Alabama sales tax and federal tax and will furnish an exemption certificate upon request.

Vendor shall defend, indemnify, and hold harmless Jacksonville State University, Board of Trustees and their agents, employees and officials (hereinafter the "Indemnities") from and against all demands, actions, damages, judgments, expenses (including but not limited to attorneys' fees, expert fees, court costs and other litigation costs), losses, and claims (including those for bodily injury, sickness, disease or death, or to injury to, destruction or loss of use of tangible property) (collectively hereinafter "Claims") by any third parties (including any employee, subcontractor or representative of the vendor, hereafter a "vendor representative") that arises out of, relates to, results from, or is attributable to any of the following: (a) vendor's performance or failure to perform its obligation hereunder; (b) any conditions in or about the work sites that the vendor or any vendor representative may encounter; or (c) the use or occupancy of the work site by vendor or any vendor representatives. This indemnification obligation includes claims that are caused in part by negligence or an indemnitee(s); provided nothing herein shall obligate vendor to indemnify any of the indemnitees for claims resulting from the sole negligence or from the willful misconduct of the indemnitees.

In the event the vendor fails to carry out and comply with any of the conditions and agreements to be performed under the specifications, Jax State will notify the vendor, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a ten (10) day period, the vendor must submit, in writing, why such corrective action has not been performed. Jax State reserves the right to determine if such noncompliance may be construed as a failure of performance of the vendor.

3 Proposal Requirements

To be considered, vendors to this football stadium catering operation services RFP must submit timely, written proposals that fully address all questions and requirements.

At a minimum, the following items should be included in the contents of the proposal:

1. Cover letter, indicating the scope of the proposal. The letter should include a statement of exceptions to any of the terms and conditions outlined in this RFP. The cover letter should be no more than three (3) pages in length.
2. Executive summary: Submit a narrative stating your interest in the contract and your understanding of the nature and scope of the services to be provided.
Further include:
 - Overview of vendor qualifications and year vendor was established.
 - Organizational profile, including operation under other vendor names providing services the same or similar as described herein.
 - General overview of your proposal and how your company's approach is best suited to the needs and culture of Jacksonville State University.
 - Ability to comply with all requirements of agreement.
 - Explain why your firm would be the best choice for Jax State.
 - Corporate-wide programs, performance standards and metrics, unique features, key initiatives, and the corporate support structures pertinent to the Jax State program.
3. Organizational Chart: Submit an organizational chart including title of local director and all salaried staff, district, and corporate levels of vendor. Describe how the organizational structure will ensure orderly communications, distribution of information, and effective coordination of activities, accountability, and decision-making authority. A separate organizational chart should be provided for the proposed staffing of the Jax State football stadium catering operations team.
4. References: Provide three (3) similar or like clients as references, for which vendor has performed (or is currently performing) work similar in nature, scope, and size of the Jax State game day food services within the last five (5) years. If not included with the three above include three additional references with athletic concessions and/or collegiate catering experience. Information should include:
 - Institution
 - Institution's Address
 - Contact name, telephone number, and email.
 - Similarity with scope and size of Jax State
 - Length of time management services have been provided.

Each vendor is responsible for ensuring that all references are current and fully complete. Jax State reserves the right to contact all references submitted or to seek additional references.

5. Project scope and methodology:
 - Provide a proposed list of all product offerings, portion sizes, pricing of items and these products must be prepared by the vendor.
 - Describe your proposed commitment to your relationship with the Jax State, including presence at all home football games, quality of food, and commitment to customer satisfaction.

3.1 Company Overview

1. Describe your company history, mission and core values including years in business, locations, management bios, and organization chart.
2. All catering staff will be employed and adequately supervised by the Vendor. Said staff will be clean, neat, courteous, and properly attired in vendor identified attire. Provide staff uniform description, dress code policy and photo of uniform. Uniforms for all home games should be the same to show instant recognition along with brand and team identity. The vendor shall be responsible for the conduct of their employees, staff, vendors, volunteer workers, and other representatives including, without limitation, training and informing them that profanity, boisterous or rude conduct, intoxication, mishandling funds; orders, and offensive or disrespectful behavior towards, Jax State staff, spectators and customers is impermissible and will not be tolerated. Prioritize staffing Jax State students and local residents in employment and business opportunities directly or indirectly created by the game day and events catering operations.
3. Describe what differentiates you from your competitors and how that will impact the quality of your services to Jacksonville State University.
4. Provide a detailed overview of the resources that will be deployed to support football stadium catering operation services at Jacksonville State University including purchasing standards and relationships with local, regional, and national suppliers.
5. Provide business license and valid permit issued by the Health Department for the legal operation.
 - a. Food will be prepared on campus so all food transported to the campus must be handled and held in compliance with local health and food safety regulations.

3.2 Offerings

1. Describe your catering service plans.
2. Describe your corporate catering program and capabilities.
3. Describe how your company implements employee health and wellness and sustainability programs. How do you support the use of green products and processes?
4. Describe your company's marketing and promotion support services.
5. What type of contribution will you offer Jacksonville State University to enhance the game day experience?

3.3 Organizational Development

1. Describe your company's training and career development programs.
2. Describe your company's food safety and compliance training efforts and procedures.
3. Provide a Table of Organization chart with management and service staff to Jacksonville State University for operations. Please include average hourly rate for service and support personnel.

Organizational Chart			
Name	Title	Role and Responsibilities	Hourly Rate

3.4 Financial Summary

Provide a detailed 12-month operating budget for Jacksonville State University

3.5 Transition Plan

Vendors must commence operations on the contract start date of August 1, 2026.

Within 21 days (about 3 weeks) of being awarded the contract, the vendor agrees to provide Jax State with a detailed transition plan.

3.6 Invoicing Requirements

Invoicing Requirements:

Contractor shall submit complete, accurate, and itemized invoices for all Services performed under this Agreement. Each invoice must include, at a minimum:

- a. The applicable game date(s) and event identification;
- b. Service location(s) (including, but not limited to, Suites, Club Level, or other designated areas);
- c. The approved pricing model applied (e.g., per-person, package, buffet, or other structure expressly authorized by the University);
- d. The number of guests, guarantees, or maximum capacities billed;
- e. Unit prices and extended totals by category;
- f. Separately stated charges for food, labor, and any other approved costs;
- g. Any applicable taxes, itemized separately; and
- h. The University-issued purchase order number.

The University reserves the right to reject any invoice that is incomplete, inconsistent with the Agreement, unsupported by documentation, or otherwise non-compliant with agreed pricing or terms.

Invoice Submission and Timing

Invoices shall be submitted no later than fifteen (15) calendar days following the applicable game day or event. Invoices submitted beyond this timeframe may be subject to delayed payment or disallowance.

At the University's discretion, the Contractor may be required to submit monthly consolidated invoices for multiple events occurring within the same month.

Failure to submit invoices in a timely manner, particularly in proximity to the close of the University's fiscal year, may be deemed a material performance issue.

Payment Terms

Subject to receipt of a valid invoice and satisfactory performance of Services, the University shall remit payment in accordance with its standard terms of Net Thirty (30) days. If paid within 10 days of invoice, the University will receive a 2% discount or pays 98% of total.

The University shall pay only for Services actually rendered and approved. No late fees, interest, minimum guarantees, or penalties shall be paid unless expressly authorized in writing in this Agreement.

Disputed Charges

In the event the University disputes any portion of an invoice, the University shall provide written notice identifying the disputed item(s). The University may withhold payment of disputed amounts while remitting payment for all undisputed charges.

The Contractor shall provide all supporting documentation requested by the University within ten (10) business days of written notification of a dispute.

Prohibited and Non-Reimbursable Costs

Unless expressly approved in writing by the University, the following costs are not reimbursable and shall not be billed or included on any invoice:

- a. Travel, lodging, meals, per diem, or vehicle expenses;
- b. Administrative, overhead, management, or supervisory fees;
- c. Credit card processing fees or convenience charges;
- d. Costs associated with preparing a proposal, responding to this RFP, tastings, demonstrations, or presentations; and
- e. Any expense not expressly authorized in this Agreement.

Audit Rights and Records Retention

The University, or its designee, reserves the right to audit, examine, and inspect all records, books, documents, and supporting data related to this Agreement for a period of three (3) years following the expiration or termination of the Agreement.

The Contractor shall maintain sufficient documentation to substantiate all charges billed. Any amounts determined to be improperly billed shall be subject to repayment to the University.

3.7 Force Majeure

If the University or vendor is unable to perform any part of its obligations under this contract by reason of force majeure, the party will be excused from its obligations to the extent that its performance is prevented by force majeure, for the duration of event. The party must be remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under the contract. The term "force majeure" means without limitation: acts of God, such as epidemics, lightning; earthquakes; fires; storms; hurricanes; tornadoes; floods; washouts; droughts; any other severe weather; explosions; restraint of government and people; war; strikes; and other like events; or any other cause that could not be

reasonably foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the

3.8 Drug Free Workplace

Vendor agrees to comply with all applicable state and federal laws regarding drug-free workplace and shall make a good effort to ensure that all its employees, while working on Jax State campus, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

4 Evaluation and Awards Timeline (Approximate, subject to change)

RFP Issue Date	05/06/2026
Questions Submitted By	05/20/2026
Mandatory Site Visit Deadline	05/22/2026
Proposals Due	05/27/2026
Notice of Award	06/01/2026
Selected Vendor Begins Operating	08/01/2026

4.1 Evaluation of Proposals

Proposals will be evaluated by a committee consisting of representative from Hospitality Services, Procurement & Fixed Assets, Auxiliary and Business Services, and the Athletic Department based on the following weighted criteria:

1. Price/Financial Proposal – 40%

Price proposals will be evaluated based on the overall financial benefit to the university, including but not limited to:

- Proposed pricing for food and beverage items (menu pricing and affordability)
- Revenue share, commissions, or percentage returns to the university
- Minimum guarantees, if applicable
- Staffing costs and service fees
- Equipment, setup, and operational costs (including any capital investment or in-kind contributions)
- Payment terms and financial reporting transparency
- Any additional cost or value-added services impacting on total cost or revenue

Evaluation will consider the total cost of ownership and/or total net revenue to the university over the term of the contract, rather than any single price component.

2. Qualifications, Experience, and Past Performance – 25-30%

- Experience with comparable NCAA Division I or similar high-volume event environments
- Demonstrated success in stadiums, arena, or large-scale event catering
- References and past performance (including service quality, reliability, and financial outcomes)
- Staffing capacity and management structure

3. Technical Approach and Operational Plan – 15-20%

- Understanding of game day operations (peak volume, speed of service, logistics)
- Menu development, quality, and flexibility (including premium area and suite offerings, if applicable)
- Staffing model and service delivery approach
- Food safety, compliance, and risk management
- Innovation (technology, ordering systems, fan experience enhancements)

4. Responsiveness and Compliance – 10-15%

- Completeness of proposal
- Adherence to RFP instructions and required formats
- Acceptance of contract terms and conditions
- Clarity and organization of submission

The University reserves the right, but shall not be obligated, to request clarifications, conduct interviews, and seek best and final offers. The University further reserves the right to make an award based on initial proposals received, without discussion or the submission of the best and final offers. Any such actions shall not materially alter the scope of the RFP.

Award will be made to the vendor whose proposal is determined to be the most advantageous to Jax State, taking into consideration the evaluation criteria set forth herein. Submission of a proposal constitutes acceptance of the evaluation methodology and the University's procurement authority.

5 Contacts and Proposal Information

5.1 Inquiries & Responses

All questions must be submitted in writing via email to Shasta Platt at splatt@jsu.edu no later than May 20, 2026.

5.2 Mandatory Site Visits and Sample Food Items

A site visit is required for all potential vendors intending to submit a proposal. Vendors must schedule and complete an on-site visit prior to submitting a proposal by contacting Ashley Lucas at 256-782-8531 or aslucas@jsu.edu to schedule an on-site visit. Visits must be completed prior to May 22, 2026.

Only those vendors who complete the required site visit, as documented by the university, will be eligible to submit a proposal. Proposals submitted by vendors who do not complete the mandatory site visit will be deemed non-responsive and will not be considered.

The purpose of the site visit is to allow vendors to familiarize themselves with existing conditions that may affect performance. Failure to adequately inspect the site shall not relieve the successful vendor of the obligation to fully perform in accordance with the terms and conditions of this RFP.

Vendor must provide a sample of potential game day food items to Hospitality Services prior to submitting a proposal by contacting Ashley Lucas at 256-782-8531 or aslucas@jsu.edu.

5.3 Proposal Submission Instructions

Sealed proposals must be received by 2:30 P.M. CST on Wednesday, May 27, 2026. The vendor is responsible for ensuring that the RFP packet arrives at the Procurement and Fixed Assets office on time. One (1) original hardcopy and two (2) hardcopy copies along with a flash drive containing a copy of all documents (as one file) should be submitted. No emailed proposals will be accepted.

To ensure timely receipt, the bid packet should be hand delivered or sent by FedEx or UPS to:

Jacksonville State University
Attn: Shasta Platt
Procurement and Fixed Assets

700 Pelham Rd N
324 Angle Hall
Jacksonville, AL 36265

Additional documentation to be submitted with proposal:

1. Originally notarized State of Alabama Disclosure Statement (form included with RFP)
2. Memorandum of Understanding as documentation of vendor registration with the Federal E Verify system (contact your company's Human Resources Department or visit <https://www.e-verify.gov> to register).
3. References as stated herein.
4. Proof of Insurance -General Liability and Workers Compensation. Jacksonville State University requires general liability insurance increments of \$1,000,000 per individual per incident with a maximum of \$3,000,000 per incident with three individuals involved.
5. State of Alabama Business License (as proof of qualification to do business in the State of Alabama)

Disclosure Statement Information and Instructions

Section 41-16-82, *Code of Alabama* 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

Section 41-16-85, *Code of Alabama* 1975 requires that a copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts, and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 401 Adams Avenue, Suite 280, Montgomery, Alabama 36104. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

Pursuant to Section 41-16-84 (b), *Code of Alabama* 1975 the State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information as required.

Pursuant to Section 41-16-86, *Code of Alabama* 1975, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Section 41-16-81, Code of Alabama 1975

- (1) **Family Member of a Public Employee** – The spouse or a dependent of the public employee.
- (2) **Family Member of a Public Official** – The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, or a sibling and his or her spouse, of the public official.
- (3) **Family Relationship** – A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.
- (4) **Person** – An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.
- (5) **Public Official and Public Employee** - These terms shall have the same meanings ascribed to them in Sections 36-25-1(26) and 36-25-1(27), *Code of Alabama* 1975, (see below) except for the purposes of the disclosure requirements of this article, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature. (Note: The definitions for public official and public employee are now denoted as Sections 36-25-1(26) and 36-25-1(27), *Code of Alabama* 1975. However, Section 41-16-81 (5), *Code of Alabama* 1975 has not been codified to reflect such updates.)

Section 36-25-1(26), *Code of Alabama* 1975, defines a **public employee** as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(27), *Code of Alabama* 1975, defines a **public official** as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-13-40, *Code of Alabama* 1975.

Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

THE DISCLOSURE STATEMENT MUST BE SIGNED, DATED, AND NOTARIZED PRIOR TO SUBMISSION.

(Revised May 2019)



State of Alabama Disclosure Statement

Required by Article 3B of Chapter 16 of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

- Contract
 Proposal
 Request for Proposal
 Invitation to Bid
 Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

By signing below, I certify under penalty of perjury (in the jurisdiction in which it is executed) that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a person who knowingly violates this article shall be subject to civil penalty in an amount of ten thousand dollars (\$10,000), or 10 percent of the amount of the contract, whichever is less, to be deposited in the State General Fund. Also, the contract or grant shall be voidable by the awarding agency.

Authorized Signatory	Date	Jurisdiction in which this Disclosure Statement is executed
----------------------	------	-------------------------------------------------------------

The disclosure statement is required to be completed and filed with grant proposals in excess of \$25,000 and contracts that meet or exceed the threshold for bid or other formal solicitations under Article 5 of Chapter 4 of Title 41 or any other law that requires formal solicitation procedures for awarding public contracts.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2	Business name/disregarded entity name, if different from above.	
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)	
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6	City, state, and ZIP code	
7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
OR					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CERTIFICATE OF COMPLIANCE WITH ALA. CODE 41-16-160

RE: Contract _____ (describe by number or subject), by and between Jacksonville State University and _____ (“Contracting Party”)

The undersigned hereby certifies and agrees as follows:

1. The undersigned holds the position of _____ with the Contracting Party named above, is authorized to provide the verification as the official and binding act of that entity and has knowledge of Ala. Code § 41-16-160.
2. The Contracting Party is a for-profit entity, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company with 10 or more full-time employees.
3. The Contracting Party, without violating controlling law or regulation, does not and will not, during the term of the contract, engage in economic boycotts. Without an ordinary business purpose, the Contracting Party does not and will not refuse to deal with, terminate business activities with, or otherwise take any commercial action that is intended to penalize or inflict economic harm on a company solely because the company, without violating controlling law or regulation, does any of the following:
 - a) Engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy, timber, mining, or agriculture.
 - b) Engages in, facilitates, or supports the manufacture, import, distribution, marketing or advertising, sale, or lawful use of firearms, ammunition, or component parts and accessories of firearms or ammunition.
 - c) Does not meet, is not expected to meet, or does not commit to meet environmental standards or disclosure criteria, in particular to eliminate, reduce, offset, or disclose greenhouse gas emissions.
 - d) Does not meet, is not expected to meet, or does not commit to meet corporate employment or board composition, compensation, or disclosure criteria.
 - e) Does not facilitate, is not expected to facilitate, or does not commit to facilitate access to abortion or sex or gender change surgery, medications, treatment, or therapies.

Verified this _____ day of _____, 20_____.

Signature of Contracting Party’s Authorized Representative

Printed Name and Title of Contracting Party’s
Authorized Representative

**CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT
(Ala. Code § 31-13-1)**

**RE: Contract/Grant/Incentive (describe by number or subject): _____
by and between _____ (“Contracting Party”) and
Jacksonville State University.**

The undersigned hereby certifies to Jacksonville State University as follows:

The undersigned holds the position of _____ with the Contracting Party named above and is authorized to provide representations set out in this Certificate as the official and binding act of that entity and has knowledge of the provisions of Ala. Code § 31-13-1, known as The Beason-Hammon Alabama Taxpayer and Citizen Protection Act (“Act”).

The Contracting Party is a business entity or employer as those terms are defined in Ala. Code §31-13-3(2) and (5).

By signing this certification, the Contracting Party certifies that, for the duration of the agreement, it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. A contracting party found to be in violation of this provision shall be deemed in breach of the agreement referenced above and shall be responsible for all damages resulting therefrom.

The Contracting Party certifies that it is enrolled in E-Verify and will continue to be enrolled in E-Verify for the duration of the contract/agreement.

Contracting Party Name (Printed)

E-Verify User Identification Number

By: Authorized Officer or Agent of Contracting Party (Signature)

Title of Authorized Officer or Agent of Contracting Party

Printed Name of Authorized Officer or Agent of Contracting Party

CERTIFICATE OF COMPLIANCE WITH ALA. CODE 41-16-5

RE: Contract _____ (describe by number or subject), by and between Jacksonville State University and _____ ("Contracting Party")

The undersigned hereby certifies and agrees as follows:

4. The undersigned holds the position of _____ with the Contracting Party named above, is authorized to provide the verification as the official and binding act of that entity and has knowledge of Ala. Code § 41-16-5.
5. The Contracting Party is a corporation, partnership, limited liability company, organization or other legal entity conducting or operating any trade or business in Alabama OR is a corporation, organization, or other legal entity operating in Alabama that is exempt from taxation under Section 501(c)(3) or (4) of the Internal Revenue Code.
6. The Contracting Party represents that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade. Boycott is defined as "to blacklist, divest from, or otherwise refuse to deal with a person or business entity when the action is based on race, color, religion, gender, or national origin of the targeted person or entity or is based on the fact that the boycotted person or entity is doing business in a jurisdiction with which this state can enjoy open trade and with which the targeted person or entity is doing business."

Verified this _____ day of _____, 20_____.

Signature of Contractor's Authorized Representative

Printed Name and Title of Contractor's Authorized Representative