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

IMPORTANT: RESPONSE TO RFQ MUST BE RECEIVED BY TUESDAY, MARCH 24, 2015
@ 2:00 P.M. CST

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

The following shall become part of the Invitation For Bid.

1) The University has added the Scholarship Club Room and the A-Club Room located in Bryant-Denny Stadium to the scope of service. The University reserves the right to remove these 2 service areas from the scope of service during the RFP process. See below for more details:

A. Scholarship Room*: 1 level, 1400 average guarantee per game

   This pre-game meal area is located on the 3rd floor of the east side of Bryant-Denny Stadium. The room features cafeteria-style dining (using 8’ banquet tables) and a prep area. An area on the north end of the room is designated for buffet service. Access by shared service/patron elevator.

   - Service time begins 3 hours before kickoff, and ends shortly after kickoff.
   - Disposable plates, cups and utensils are used.
   - Buffet presentation should include centerpieces and décor
   - Linen toppers are required for the dining tables, skirts/linens needed for approximately 2 check-in tables, and coverings are required for all buffets & beverage stations.
   - Serve can drinks, sweet tea, unsweet tea and water
   - ALLOWED PRICE RANGE FOR SCHOLARSHIP MEALS: $16-$18 PER PERSON
B. **A-Club Room**: 1 level, guarantee per game ranges from 350 to 750, depending on game time and quality of opponent. Average of all 2014 guarantees was approximately 550 guests.

This pre-game meal area is located on the 4th floor of the east side of Bryant-Denny Stadium. The room features limited seated dining, couches, chairs, and a prep area. A section near the center of the room is designated for buffet service. Access by shared service/patron elevator.

- Service time begins 2.5 hours before kickoff, and ends shortly after kickoff.
- Soft drinks and a water station should remain available in the room throughout the game for self-service for any guests that may return during the course of the game.
- Disposable plates, cups and utensils are used.
- Buffet presentation should include centerpieces and décor
- Linens are required for the check-in stations (approximately 3 tables), and coverings are required for all food & beverage stations.
- **ALLOWED PRICE RANGE FOR A-CLUB MEALS: $12-$14 PER PERSON**

*THE UNIVERSITY RESERVES THE RIGHT TO REMOVE THE IVORY CLUB, SCHOLARSHIP ROOM AND A-CLUB ROOM FROM THE SCOPE OF SERVICE DURING THE RFP PROCESS.*

2) Video and photos of the Scholarship Room and A-Club Room can be made accessible to prospective bidders upon request. Please email Jennifer Patrick at jpatrick@fa.ua.edu for access to the video and photos of the Scholarship Room and A-Club Room.
SAMPLE MENU FOR THE SCHOLARSHIP ROOM FOR
ONE HOME FOOTBALL GAME DURING THE 2014 SEASON

2014 Price Point: $17.50
2014 Average Guarantee: 1400 guests

SALAD STATION
Fresh Fruit Salad
Chopped Salad with diced Tomato, Cucumber,
Chopped Bacon, Shredded Cheddar Cheese,
House-made Herb Croutons
Ranch Dressing and Balsamic Vinaigrette

MAIN PRESENTATION
Build-Your-Own Breakfast Fajitas
With Flour Tortilla, Scrambled Eggs with Chorizo,
Peppers, Onions and Salsa
Breakfast Potatoes
Shrimp and Grits

Creamed Spinach, Honey Glazed Carrots
Biscuits and Gravy
Banana Foster Bread Pudding

BEVERAGES
Assorted Can Soft Drinks
Sweet and Unsweet Tea,
Water

SAMPLE MENU FOR THE A-CLUB ROOM FOR
ONE HOME FOOTBALL GAME DURING THE 2014 SEASON

2014 Price Point: $13
2014 Average Guarantee: Minimum of 350 guests; Maximum 750 guests

SALAD STATION
Romaine lettuce with herb croutons and shredded parmesan,
Accompanied by Caesar Dressing and Balsamic Vinaigrette

MAIN PRESENTATION
Hickory Smoked Pulled Pork Shoulder with Buns
Hickory Smoked Chicken Breast
Four Cheese Macaroni
BBQ Baked Beans with Bacon & Brown Sugar
Creamy Cole Slaw
Freshly Baked Rolls with Butter
Peach Cobbler

BEVERAGES*
Assorted Soft Drinks
Water Station

(*To remain available for the duration of the game)
ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

IMPORTANT: RESPONSE TO RFQ MUST BE RECEIVED BY TUESDAY, MARCH 24, 2015 @ 2:00 P.M. CST

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

The following shall become part of the Invitation For Bid.

1) Please note the DUE DATE has been changed to Tuesday, March 24, 2015, 2:00pm.

2) Section 6.7, Criteria 3 – Financial Proposal, #1, is revised to state the following:

   The Financial Summary shall contain the complete financial offer made in terms of a payment to the University fully describing all aspects of the proposal. Describe in detail the financial proposal you are offering the University for the services to be provided in Section 4.0. All costs associated with the RFP for which the University is responsible must be included. The University of Alabama requires a minimum contribution from the successful contractor of $350,000.00 upon execution of the contract. The successful contractor will also be required to pay a minimum of $25,000 on July 1st of each year of the contract beginning 2015 to help with equipment maintenance.

   Should The University of Alabama terminate the contract that results from this RFP prior to June 30, 2020, the successful contractor will be reimbursed a pro rata share of the above financial contribution based upon a straight line depreciation of the contribution from July 1, 2015 through June 30, 2020.

3) The University will post an additional addendum to add the Scholarship Club Room and the A-Club Room located in Bryant-Denny Stadium to the scope of service. The University reserves the right to remove these 2 service areas from the scope of service during the RFP process. The Scholarship Club Room serves approximately 1400 patrons per game with a price range of $16 - $18 per head. The A-Club Room serves approximately 350 to 750 patrons per game depending on the game time and the opponent with a price range of $12 - $14 per head. The University will post the additional
addendum in 1-2 days with additional information in regards to the Scholarship Club Room and the A-Club Room. These 2 service areas have been added to the Pricing Summary Form.

Questions/Answers:

15. Page 37, 6.7, 1, 2
Section 2, The first sentence refers to the kitchen equipment and Pricing Summary Form, Attachment A related to the financial contribution to be paid to the University. There is not a place on Attachment A to list a financial contribution value and there is not a listed value of the kitchen equipment. Is the contractor supposed to list the financial contribution value on the pricing summary form?

Please see the revised attached Pricing Summary Form which now includes a line item for the financial contribution and the yearly contribution for maintenance. Also, as stated in Section 6.7, Criteria 3 – Financial Proposal, #1 shall contain the complete financial offer made in terms of a payment to the University fully describing all aspects of the proposal. Describe in detail the financial proposal you are offering the University.

16. Page 37, 6.7, 1, 2
Section 2, Attachment D is referenced for our review. Upon review of Attachment D-4, there are several items listed therein that have NIC associated with them. It is our interpretation that NIC means Not In Contract. Does the University intend to purchase every item listed in Attachment D-4 regardless of whether the item has NIC related to it? Is the construction contractor that is building the facility responsible for purchasing the kitchen equipment and the installation of the same? If not, will the respondents be responsible for purchasing any of the listed equipment or have any acceptance or installation duties related to the kitchen equipment listed in Attachment D-4?

Please DISREGARD Attachment D-4. Please reference Sheet FS 2.1 of the architectural drawings (made available on 2/20/2015 via the Box) for a list of the equipment for Sewell-Thomas Stadium. Email Jennifer Patrick at jpatrick@fa.ua.edu for access to the Sewell-Thomas Stadium Food Service floor plans. The University anticipates purchasing and installing all of the equipment for Sewell-Thomas Stadium on the (G)round level and (P)ress level listed on FS 2.1 with the exception of the following equipment:

Mobile Heated Holding Cabinets (G14, P8)
Pan Rack (G20)
Ice Bin Mix Station (G57)
Soda Gun System (G58, P26)
Beverage Dispensing Systems (G73, P17)
Cup dispensers (G74, P18)
Tea Brewers (G75, P7, P19)
Coffee Brewers (P6)
Cash Register Systems (P21)

For quick reference, please see the following pages listing the equipment on the (G)round level and (P)ress level. The previous exceptions apply to this list as well.
On sheet FS 2.1, Respondents should disregard the listed concourse level equipment (items C1-C43). The University intends to collaborate with the successful contractor in determining the exact equipment provisions necessary to operate a fully functioning kitchen at Sewell-Thomas Stadium and to meet premium seating food service expectations.

The equipment will be the property of the University. Food for baseball game day service must be prepared on-site at Sewell-Thomas. If the Contractor wishes to move any University-owned equipment from Bryant-Denny Stadium to Sewell-Thomas Stadium, Contractor must first seek approval from the University.

### Ground Level

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<th>Item</th>
<th>Description</th>
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## ATTACHMENT A - PRICING SUMMARY FORM – REVISED 3.5.15

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<th>Proposed Price Per Person</th>
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<tr>
<td>Skyboxes</td>
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<td>The Zones</td>
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<td>The Field Suites</td>
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<td>The Ivory Club</td>
<td>$25 to $28 per person</td>
<td>$___________</td>
</tr>
<tr>
<td>The Scholarship Club</td>
<td>$16 to $18 per person</td>
<td>$___________</td>
</tr>
<tr>
<td>The A-Club</td>
<td>$12 to $14 per person</td>
<td>$___________</td>
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<tr>
<td>Coleman Coliseum Club Room</td>
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<tr>
<td>Men’s Basketball</td>
<td>$18 to $20 per person</td>
<td>$___________</td>
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<tr>
<td>Gymnastics</td>
<td>$12 to $13/adult; $8 to $9/child</td>
<td>$____;$ ____ [adult;child]</td>
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<tr>
<td>Sewell-Thomas Stadium Clubs</td>
<td></td>
<td></td>
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<tr>
<td>Weekday Games</td>
<td>$10 to $13 per person</td>
<td>$___________</td>
</tr>
<tr>
<td>Weekend Games</td>
<td>$13 to $17 per person</td>
<td>$___________</td>
</tr>
</tbody>
</table>

**Pricing must remain firm through the duration of the contract.**

The University of Alabama requires a minimum contribution from the successful contractor of $350,000.00 upon execution of the contract. The successful contractor will also be required to pay a minimum of $25,000 on July 1st of each year of the contract beginning 2015 to help with equipment maintenance.

Please list the following:

- $________________________ financial contribution upon execution of the contract
- $________________________ yearly contribution beginning July 1, 2015 for equipment maintenance

Note: Respondent is still required to describe in detail the financial proposal being offered to the University as stated in section 6.7 on page 36, Criteria 3 (Financial Proposal)

The University of Alabama reserves the right to request additional pricing for those areas not specifically listed on the Pricing Summary Form and reserves the right to award the contract to more than one vendor if it is in the best interest of the University.
ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

IMPORTANT: RESPONSE TO RFQ MUST BE RECEIVED BY THURSDAY, MARCH 12, 2015 @ 2:00 P.M. CST

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

The following shall become part of the Invitation For Bid.

Note: Please see the attached revised “Attachment D-4.”

Questions/Answers:

1. How will meal guarantee be determined from game to game?

   For the areas within Bryant-Denny Stadium, the meal guarantee will be based on the number of season tickets sold. The Hospitality Staff will communicate this number to the Contractor. For the clubs at Sewell-Thomas Stadium and Coleman Coliseum, the meal guarantee will vary from game to game or meet to meet, and the guarantee will be communicated to the Contractor by the Hospitality Staff.

   For all areas, please see Attachment C of the RFP for the average number of guests per event in 2014.

2. Is this RFP inclusive of all or part of the listed venues and boxes?

   Proposals are expected to include all areas listed on pages 7-8. However, Respondents should also understand that as stated on page 7, “The University reserves the right to remove the Ivory Club from the scope of service during the RFP process.”

3. There is mention of hot dogs to be brought in at Halftime. Does the caterer provide those as well?

   Yes. This is included as a line item on page 15 of the RFP under the heading of “Bryant-Denny Skybox Menus”, and is also mentioned on the sample skybox menu of Attachment B.
4. In the bar at Sewell Thomas, are these cash or host bars? The RFP makes mention of pricing similar to local package stores. Is this for individual drink prices or pricing by the bottle?

As stated in the RFP on page 17, Respondents should include in their proposals suggested alcohol brands and prices to be sold point-of-sale at the club bars. The Contractor must be able to accept cash or credit from the patrons.

For the Sewell-Thomas Suites, pricing is expected to be comparable with local package store pricing (see page 17). That reference is for bottles of liquor and wine bottles, and beer cans/bottles which will be at the suiteholders’ expense. For the Sewell-Thomas Clubs, pricing of the alcohol is expected to be comparable with local establishments (page 18). That reference is for individual drink prices.

For all areas, prices for alcoholic beverages are subject to mutual agreement by the Hospitality Staff and Contractor (pages 17 & 18).

5. Please describe the internet connectivity capabilities, wired or wireless, that are accessible to the catering contractor in all of the catering and kitchen prep areas listed on pages 8-9.

- For Bryant-Denny Stadium, with the exception of a couple of locations (North and South Kitchens each have a drop in them), it is safe to say that none of these locations have existing access (wired or wireless). Connectivity could be provided in a wired fashion at $175 per drop/line.*

- For the Coliseum, there is no existing connectivity (wired or wireless). The $175 per drop/line is the same here.*

- For Sewell-Thomas Stadium, though this is still being determined, below is a list of planned physical network connection locations:
  - 2 locations on the back bar in the Home Plate Club, and provisions for Wi-Fi access points in the club
  - Nothing in the Home Plate Club pantry
  - 3 locations in the commissary office
  - Nothing in pantry 2008A
  - Provisions for Wi-Fi access points in the First Base Club
  - Nothing in the pantry 3036
  - Provision for Wi-Fi access point in pantry 3001

*Notes regarding wired drops: This is assuming there is available space on – and that they are within range of – an existing network switch. The price could increase exponentially if network hardware must be installed to accommodate a drop. Wired drops are part of the Athletics Network, and therefore connected devices will be subject to Athletics Network policies and restrictions.

Notes regarding wireless: A general wireless rate is approximately $1,000 per Access Point. This would provide the standard UA-Athletics wireless network which may or may not be what the contractor needs. Campus wireless is not meant for any other application other than internal use or general internet access.

6. Please describe the internet connectivity capabilities, wired/wireless/cellular, that are accessible to the catering contractor and/or guests in the skyboxes/suites/clubs listed on pages 7-8.

No connectivity is available for these areas wired or wireless.
7. Is the catering contractor required to provide its own ISP (internet service provider), or will internet access be provided by the university or athletic department in all the venues specified?

The University can provide internet to a third party at a rate of $150/month for a 100Mbit connection.

8. Is the University’s responsible for the preventative maintenance on the University-owned equipment?

Yes, with the exception of cleaning the exhaust hoods and grease traps. The University will schedule the cleaning of the grease traps, and an invoice will be sent to the Contractor for payment. Grease trap cleaning typically occurs twice annually. In 2014, the total cost of cleaning the grease traps associated with the north and south kitchens was approximately $2650.

For the exhaust hoods, Contractor must schedule the cleaning and directly incur the cost. Contractor must furnish UA with proof of scheduled cleanings. The hoods must be cleaned as needed or bi-annually at a minimum as stated on page 12 of the RFP. The University reserves the right to inspect the hoods and require additional cleaning if they don’t meet inspection. The Contractor would be responsible for the additional cleaning cost if necessary.

9. What is the current Royalty rate for Alcohol beverage sales at Sewell-Thomas Stadium?

There is currently no royalty rate expected for alcoholic beverage sales at Sewell-Thomas Stadium.

10. What is the current Royalty rate for Event day a la carte Skybox orders?

There has not been, nor is there expected to be, a royalty rate for skybox additional orders.

11. Were buffet attendants utilized in the Clubs during games to serve the food to the fans?

The number of attended/action stations per club varied depending on the menu. In the North Zone, there were typically 2 attended stations. In the North Field Suite, there was typically 1 attended station that was manned only during peak hours. In the Stadium Club there were typically 2 attended stations. In the South Zone, there were typically 2 attended stations. In all clubs, most stations were self-service, and buffet servers were assigned to tables/areas to monitor food levels, presentation, etc.

12. Is there a minimum fan guarantee per Suite ordering food?

If referring to the skyboxes at Bryant-Denny Stadium, there is a minimum number of season tickets that must be purchased for each skybox. The Contractor will be paid the established price per head for the number of season tickets sold.

If referring to the suites at Sewell-Thomas Stadium, the suiteholders will not be required to order food for their individual suite. Suite guests will be allowed to enter the club for food & beverage.
13. Page 5, Section 1.0 under INTENT AND SCOPE, 4TH Paragraph
Can you please provide further explanation as to how the paragraph relates to this particular contract and what services the contractor may have to provide to any of those entities listed therein?

The contract will be made available to the other entities, but the Contractor may elect not to provide or may negotiate with the respective campuses.

14. Page 11, Section 4.1 Contract Term
If the contract is renewed for one additional 5 year period, will another $350,000 minimum financial contribution be required at that time?

It is likely that another financial contribution of an undetermined amount will be expected.

15. Page 37, 6.7, 1, 2
Section 2, The first sentence refers to the kitchen equipment and Pricing Summary Form, Attachment A related to the financial contribution to be paid to the University. There is not a place on Attachment A to list a financial contribution value and there is not a listed value of the kitchen equipment. Is the contractor supposed to list the financial contribution value on the pricing summary form?

The answer will be provided at a later date.

16. Page 37, 6.7, 1, 2
Section 2, Attachment D is referenced for our review. Upon review of Attachment D-4, there are several items listed therein that have NIC associated with them. It is our interpretation that NIC means Not In Contract. Does the University intend to purchase every item listed in Attachment D-4 regardless of whether the item has NIC related to it? Is the construction contractor that is building the facility responsible for purchasing the kitchen equipment and the installation of the same? If not, will the respondents be responsible for purchasing any of the listed equipment or have any acceptance or installation duties related to the kitchen equipment listed in Attachment D-4?

The answer will be provided at a later date.

17. The current web based facility page states a 15% surcharge will be applied if an event planner selects an unapproved caterer. Who receives the 15%?

The University of Alabama Athletic Department

18. Regarding the hot beverage bars to be located within the north and south skyboxes:
   - Is there existing equipment/millwork?
   - Are the hot beverages al a carte or complimentary?

In the past, the hot beverage bars were presented on 6’/8’ tables and/or serpentine tables. Hot beverages are complimentary. As stated on page 16 of the RFP under “Bryant-Denny Skybox Menus”, Patrons may request in-suite coffee service in advance or on game day. Contractor must present a hot beverage bar on each of the east and north skybox levels. A hot beverage bar is possible for the south skybox levels but not required due to space constraints and possible dessert presentations.

19. We request an opportunity to speak to individuals from the Colonnade Group to better understand the current staffing plans, obstacles and overall manners in which to improve upon the current service levels.

Request denied.
20. May we receive copies of any recent guest surveys or evaluations recently completed by Colonnade of the current service performance?

No. Survey results and feedback will be shared with the successful contractor.

21. Concerning non-athletic hospitality events, are third party catering events and room rentals handled by the University of Alabama Athletics Department or the Colonnade Group?

It is a shared responsibility between Athletics and Colonnade Group.

22. Concerning non-athletic hospitality events, are parking considerations given to guests who book athletic venues for catering events to allow their guests convenient parking when attending a luncheon, dinner event or reception?

Yes.

The RFP may be found at http://purchasing.ua.edu/pdfs/PendingBids/T054236.pdf.
The foodservice equipment items highlighted in yellow will be supplied and installed by the University. All other items are NIC, and therefore will not be supplied. All utility connections for all items listed will be handled and covered by the University. Spatial considerations in the floor plans were given for each item listed.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>G1</td>
<td>1</td>
<td>SOILED DISHTABLE - NIC</td>
</tr>
<tr>
<td>G2</td>
<td>1</td>
<td>DISPOSAL SYSTEM - NIC</td>
</tr>
<tr>
<td>G3</td>
<td>1</td>
<td>HOSE REEL W/ TABLE MTD MIXING VALVE - NIC</td>
</tr>
<tr>
<td>G4</td>
<td>2</td>
<td>VENT DUCT - NIC</td>
</tr>
<tr>
<td>G5</td>
<td>1</td>
<td>DISH MACHINE, 66&quot; - NIC</td>
</tr>
<tr>
<td>G6</td>
<td>1</td>
<td>CLEAN DISHTABLE - NIC</td>
</tr>
<tr>
<td>G7</td>
<td>1</td>
<td>KITCHENWARE DRYER - NIC</td>
</tr>
</tbody>
</table>
| G8   | 1   | 3-COMPARTMENT SINK  
**Advance Tabco # 93-83-60-36RL**  
**Accessories** - Drain, lever operated with built in overflow  
Support Bracket, for lever waste drain handle  
Provision for Hatco Heater, item G11  
Full length pot rack  
Undershelf at each drainboard |
| G9   | 2   | FILL FAUCET  
**T & S # B-0290** |
| G10  |     | SPARE NUMBER |
| G11  | 1   | SINK HEATER  
**Hatco # 3CS-9B** |
| G12  | 5   | HAND SINK  
**Advance Tabco # 7-PS-18**  
**Accessories** - Soap dispenser, San Jamar # S890TBK  
Towel dispenser, San Jamar # T950TBK  
Electronic eye faucet, T & S # EC-3101-HG  
Locate 3 each in room 1005, 1 each in rooms 1018A and 1018F |
| G13  | 3   | DRYING RACK - NIC |
| G14  |     | LOT MOBILE HEATED CABINET - NIC |
G15  3  SERVICE FAUCET  
T & S # B-0674  
Locate 2 each in room 1005 and 1 each in room 1018A.

G16  SPARE NUMBER

G17  SPARE NUMBER

G18  3  REACH-IN REFRIGERATOR - NIC  
2 section

G19  1  WORK TABLE - NIC

G20  LOT  UNIVERSAL PAN RACK - NIC

G21  1  HOT WATER DISPENSER - NIC

G22  1  COUNTER TOP MIXER, 20 QT - NIC

G23  1  WORK TABLE W/ SINK - NIC

G24  2  FILL FAUCET - NIC

G25  1  PREP TABLE W/ SINKS - NIC

G26  1  PRE-RINSE W/ FILL FAUCET - NIC

G27  1  DISPOSER - NIC

G28  1  SLICER - NIC

G29  1  WORK TABLE W/ SINK - NIC

G30  1  REACH-IN FREEZER - NIC  
2 section

G31  1  WORK TABLE, PORTABLE - NIC

G32  SPARE NUMBER

G33  SPARE NUMBER

G34  1  WORK TABLE, PORTABLE - NIC

G35  1  UTILITY DISTRIBUTION SYSTEM  
Captive Aire Model UDI

G36  1  EXHAUST HOOD W/ FIRE SUPPRESSION SYSTEM  
Captive Aire # 6024ND-2-ACPS-F  
Accessories - Closure panels and/or matching trim to ceiling  
Captrate Solo filters
UL Listed, pre-wired LED lighting

G37  1  48" CHAR-BROILER - NIC
G38  1  SPACER TABLE - NIC
G39  1  FRYER BATTERY - NIC
      3 vats with filter system
G40  2  MOISTURE CONVECTION OVEN - NIC
G41  1  COOK TOPS - NIC
      4 open burners with 36" griddle

G42  1  WALK-IN COOLER/ FREEZER
      Kolpak

G43A.1  1  WALK-IN COOLER COMPRESSOR
        Kolpak # PC199LOP-3
        Accessories: Weather housing
        All components for a complete and operational system.

G43A.2  1  WALK-IN COOLER EVAPORATOR
        Kolpak # EL26-75-2EC-PR-4

G43B.1  1  WALK-IN FREEZER COMPRESSOR
        Kolpak # PC99–MOP-3
        Accessories: Weather housing
        All components for a complete and operational system

G43B.2  1  WALK-IN FREEZER EVAPORATOR
        Kolpak # EM26-75-2EC-PR-4

G44  LOT  WIRE SHELVING
        Metro Super Erecta® Shelf

G45  LOT  CANTILEVERED SHELVING - NIC

G46  1  COUNTER - NIC

G47  SPARE NUMBER

G48  SPARE NUMBER

G49  SPARE NUMBER

G50  1  ICE TRANSPORT CART - NIC

G51  1  ICE MACHINE
        Manitowoc # RN-1408A  Follett storage bin # 1025-52,
        Accessories: Storage bin, 52" wide
6" S/S adjustable legs
82 oz ice scoop w/ holder
Water filter system as recommended by mfg.

G52  SPARE NUMBER
G53  4  LIQUOR STORAGE - NIC
G54  1  REACH-IN WINE COOLER - NIC
G55  1  LIQUOR BAR - NIC
G56  2  DRAINBOARD - NIC
G57  2  ICE BIN MIXING STATION - NIC
G58  2  SODA GUN SYSTEM - NIC
G59  2  HAND SINK - NIC
G60  2  SLIDE TOP COOLER - NIC
G61  1  3-COMPARTMENT SINK - NIC
G62  1  DRY STORAGE CABINET - NIC
G63  2  CASH REGISTER STATION - NIC
G64  2  CASH REGISTER - NIC
G65  1  DRY STORAGE CABINET - NIC
G66  1  ICED BEER DISPLAY - NIC
G67  2  BACK BAR REFRIGERATOR - NIC
     2 door
G68  1  DRY STORAGE CABINET - NIC
G69  1  WALK-IN BEER COOLER
     Kolpak
     Accessories:  Weather housing
     All components for a complete and operational system.
G70.1 1  BEER COOLER COMPRESSOR
     Kolpak # PC99MOP-3
G70.2 1  BEER COOLER EVAPORATOR
     Kolpak # EM26-75-2EC-PR-4
G71  SPARE NUMBER
PRESS BOX LEVEL

P1  3  HAND SINK
   Advance Tabco # 7-PS-18 pedestal mounted base, 14" wide x 16"
   front-to-back x 6" deep, 18 gauge 304 series stainless steel, splash mounted
   gooseneck faucet, pedal valves with easy access design, basket drain, NSF
   Accessories - Soap dispenser, San Jamar # S890TBK
   Towel dispenser, San Jamar # T950TBK
   Electronic eye faucet, T & S # EC-3101-HG
   Locate 1 each in rooms 3001, 3027, and 3036

P2  3  SERVICE FAUCET
   T & S # B-0674-BSTP
   Locate 1 each in rooms 3027, 3034 and 3036

P3  2  PORTABLE TABLE - NIC

P4  1  TABLE W/ SINK - NIC

P5  1  FILL FAUCET - NIC

P6  1  COFFEE BREWER - NIC

P7  1  TEA BREWER - NIC

P8  LOT  HEATED HOLDING CABINET - NIC

P9  1  REACH-IN REFRIGERATOR - NIC
   1 section

P10  SPARE NUMBER

P11  1  FLOOR TROUGH
   Advance Tabco # FFTG-1860

P12  1  ICE MACHINE W/ STORAGE BIN
   Manitowoc # RN-1408A  Storage bin, Follett # DEV1325SG-60
   Accessories: Saf-T-Ice® Guardian Scoop System, 64 oz., 00146365
   Water filter system as recommended by mfgr.

P13  LOT  ICE TRANSPORT CART - NIC
1 REACH-IN REFRIGERATOR - NIC
   2 section

1 3-COMPARTMENT SINK
   Advance Tabco # FC-3-1824
   Accessories: Drain, lever operated with built in overflow
   Support Bracket, for lever waste drain handle

1 PRE-RINSE W/ FILL FAUCET
   T & S # B-0287
   Accessories: B-0108 Jet Spray w/ swivel # 018200-40

LOT BEVERAGE DISPENSING SYSTEM - NIC

LOT CUP DISPENSER - NIC

LOT TEA BREWER W/ DISPENSER - NIC

SPARE NUMBER

SPARE NUMBER

LOT CUSTOMER SERVICE BAR

1 SLIDE TOP COOLER - NIC

1 HAND SINK, UNDERBAR - NIC

2 DRAIN BOARD, UNDERBAR - NIC

1 SODA GUN SYSTEM - NIC

1 ICE BIN MIX STATION - NIC

1 REFRIGERATOR, BACK BAR, 3 DOOR - NIC

1 LIQUOR DISPLAY STEPS - NIC

1 REFRIGERATOR, BACK BAR, 2 DOOR - NIC

1 DRY STORAGE CABINET, BACK BAR

1 WALK-IN BEER COOLER
   Kolpak

1 BEER COOLER COMPRESSOR
   Kolpak # PC99MOP-3
   Accessories: Weather housing
   All components for a complete and operational system.

1 BEER COOLER EVAPORATOR
KOlpak # EM26-75-2EC-PR-4

P34 LOT CANTILEVERED SHELVING - NIC
ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

IMPORTANT: RESPONSE TO RFQ MUST BE RECEIVED BY THURSDAY, MARCH 12, 2015 @ 2:00 P.M. CST

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

The following shall become part of the Invitation For Bid.

1) Please note the DEADLINE TO SUBMIT QUESTIONS has been changed to Tuesday, February 24, 2015 at 8:00am. Please submit any written questions to Jennifer Patrick at jpatrick@fa.ua.edu by this date and time.

2) Please note the DUE DATE has been changed to Thursday, March 12, 2015, 2:00pm.

3) Section 5.30 “Employees, Background checks/drug testing” should be changed to the following:

   Contractor shall conduct a thorough background check on all fulltime employees providing service to the University, which shall include drug testing.

4) If the successful contractor chooses to use the hood system in the Bryant-Denny Stadium East Kitchen, the estimated cost for the code compliance upgrades needed for the hood system would cost around $7400. Other construction modifications, such as PME modifications for equipment, fire alarm system modifications, etc. are not included in this quote. The University would pay an authorized vendor to perform the work and the successful contractor would reimburse the University for the actual cost.

5) Drawings of the Sewell-Thomas Stadium Food Service floor plans can be made accessible to prospective bidders upon request. Please email Jennifer Patrick at jpatrick@fa.ua.edu for access to the Sewell-Thomas Stadium Food Service floor plans.

The IFB may be found at http://purchasing.ua.edu/pdfs/PendingBids/T054236.pdf.
REQUEST FOR PROPOSAL - T054236

Proposal Due Date – March 11, 2015

Game Related Catering Services at Bryant-Denny Stadium, Coleman Coliseum and Sewell-Thomas Stadium
ATTENTION: This is not an order. Read all instructions and terms and conditions carefully.

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<td>02/04/2015</td>
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<tr>
<td>Title:</td>
<td>RFP for Game Related Catering Services at Bryant-Denny Stadium, Coleman Coliseum and Sewell-Thomas Stadium</td>
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<tr>
<td>Buyer:</td>
<td>Jennifer Patrick</td>
</tr>
<tr>
<td>Phone:</td>
<td>205-348-5026</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:jpatrick@fa.ua.edu">jpatrick@fa.ua.edu</a></td>
</tr>
</tbody>
</table>

Proposal Responses may NOT be faxed or emailed.

**IMPORTANT: PROPOSALS MUST BE RECEIVED BY 3/11/2015 @ 2:00 P.M. CST TIME**

Proposal number and opening date must be clearly marked on the outside of all proposal packages.

1. Pursuant to the provisions of the State of Alabama Competitive Bid Law, Section 41-16-20 and/or 39-2, rules and regulations adopted there under sealed bids will be received on the items noted herein by The University of Alabama Purchasing Department until the date and time stated above. In accordance with Alabama State Bid Law Section 41-16-27, where applicable, the University reserves the right to enter into negotiations within thirty (30) days of the proposal opening.

2. The University’s General Terms and Conditions and Instructions to Bidders, viewable at http://www.purchasing.ua.edu/purchbidinfo.html apply to this Solicitation and shall become a part of any contract issued hereunder.

3. For purposes of this Solicitation, the Solicitation documents shall consist of the following components: a) Request for Proposal and any Addenda; b) General Terms and Conditions; c) Instructions to Bidders. In the event that any provision of the component parts of the Solicitation conflicts with any provision of any other component parts, the component part first enumerated shall govern.

4. This Agreement and any disputes hereunder shall be governed by the laws of the State of Alabama without regard to conflict of law principles.

**CERTIFICATION PURSUANT TO ACT NO. 2006-557**

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

**DISCLOSURE STATEMENT**

1. If you or any owner, officer, partner, director member, employee, or holder of more than 5% of the fair market value of your firm or any member of their households is an employee of The University of Alabama, this information must be included in your solicitation response. Failure to disclose this information in your response may result in the elimination of your proposal from evaluation.

2. If you or any owner, officer, partner, board or director member, employee, or holder of more than 5% of the fair market value of your firm or any member of their households is an employee of The University of Alabama, and you or your firm is awarded a contract as a result of this solicitation, then within ten (10) days after the contract is entered into, you agree to file a copy of that contract with the State of Alabama Ethics Commission in accordance with Code of Alabama, Section 36-25-11 and upon request by the University furnish evidence of such filing.

3. By accepting payments agreed to in any purchase order resulting from this proposal, Contractor certifies that to its knowledge no University employee or official, and no family members of a University employee or official, will receive a benefit from these payments, except as has been previously disclosed, in writing, to the University on the Disclosure Statement of Relationship Between Contractors/Grantees and Employees/Officials of The University of Alabama.

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

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

1. In accordance with Code of Alabama Section 41-16-25, amended 1975 that the attached response has been arrived at independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;

2. The contents of the proposal or proposals have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the proposal or proposals and will not be communicated to any such person prior to the official opening of the proposal or proposals.

3. The bidder is legally entitled to enter into contracts with The University of Alabama and is not in violation of any prohibited conflict of interest, including those prohibited by the Code of Alabama 13A-10-62, as amended 1975.

4. I have fully informed myself regarding the accuracy of the statement made above.

**THIS AREA MUST BE COMPLETED**

<table>
<thead>
<tr>
<th>DELIVERY AFTER RECEIPT OF ORDER:</th>
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<th>PHONE:</th>
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<td>PAYMENT TERMS:</td>
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<tr>
<td>SHIPPING TERMS:</td>
<td>CITY, STATE &amp; ZIP CODE:</td>
<td>DATE:</td>
</tr>
<tr>
<td>F.O.B. DESTINATION–PREPAID AND ALLOWED</td>
<td>SIGNATURE:</td>
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SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the Offeror. Type or print the information requested in the spaces provided.
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THE UNIVERSITY OF ALABAMA
REQUEST FOR PROPOSAL

1.0 INTENT AND SCOPE

The University of Alabama is seeking sealed proposals from qualified professional catering companies to provide upscale catering for luxury areas during football games at Bryant-Denny Stadium, men's basketball games and women's gymnastics meets at Coleman Coliseum, baseball games at Sewell-Thomas Stadium, and certain other athletic events on its campus in Tuscaloosa, Alabama as per the attached general and technical specifications. Catering services are defined as the right to provide food and beverages in the designated catering venues in Bryant-Denny Stadium, Coleman Coliseum, and Sewell-Thomas Stadium (hereinafter referred to as the "Facilities").

The University Athletic Department intends to award this contract to the Respondent submitting the best overall proposal based on an evaluation of all qualified proposal responses. Enhancements to the minimum requirements will be strongly encouraged.

The general and technical specifications, together with the related information, drawings and any addenda, comprise the requirements for this project. The Contractor must begin providing the products and/or services on the date stated in the Special Conditions and the execution of a contract or purchase order.

Any contract resulting from this request will be made available to other eligible entities. This may include but is not limited to; The University of Alabama System, comprised of The University of Alabama; The UAB Enterprise, consisting of The University of Alabama at Birmingham, the UAB Health System and their related foundations and affiliates, and The University of Alabama in Huntsville, Huntsville, AL; and other state entities. Contracts resulting from the award of this request cover shipments by any entity listed above. Each entity will generate its own purchase orders, payments, etc. and delivery must be made according to the instructions on the purchase order.

The thrust of the contract is to obtain greater volume price discounts by combining the volume of purchases from participating entities within the State of Alabama.
2.0 INFORMATION AND EXPECTATIONS

The University of Alabama, the State of Alabama’s oldest public university located in Tuscaloosa, is a senior comprehensive doctoral level institution. The University was established by constitutional provision under statutory mandates and authorizations. Its mission is to advance the intellectual and social condition of the State through quality programs of teaching, research, and service. As one of the major residential campuses in the State, the University enhances the academic and personal growth of its approximately 35,000 students and workforce of 6,000 through its on-campus environment. The University’s research, creative activities, and instructional programs form a foundation for extensive service activities, establishing a number of partnerships with business, non-profit organizations, and government through applications of new knowledge. These relationships often extend beyond the bounds of the State as the University assists developmental efforts at regional, national, and international levels.

The University maintains a philosophy of excellence in all of its programs. The University expects its Contractors to provide and adhere to the same standard of excellence and the products and/or services provided must be reflective of this quality. The University expects the Contractor to provide the customer service, time, resources and personnel necessary to provide excellent products and/or services.

The University of Alabama will typically host seven (7) home football games each fall season and one (1) ticketed spring scrimmage in Bryant-Denny Stadium, approximately 18 men’s basketball games and 5 women’s gymnastics meets in Coleman Coliseum, and approximately 32 home baseball games in Sewell-Thomas Stadium each season during the term of the agreement that may result from this RFP. However, future schedules and locations for games or meets are subject to change at the discretion of the University. Therefore, there is no guarantee regarding the number of events held in these facilities.

The University will expect Contractor to hold and maintain the alcohol license for the premium areas of Sewell-Thomas Stadium. With guidance from the Colonnade Group and the University, Contractor will be required to obtain the necessary ABC license for beer, wine and liquor sales within Sewell-Thomas Suites, First Base Club and Home Plate Club. Contractor must adhere to all state and local laws to ensure the safe sale of alcohol and retention of the license. Contractor shall name an approved University facility or facilities in the license.

Athletic contests played away from campus, whether classified as home or away games, will not be covered by this agreement. Food and beverage concessions in these facilities during home athletic events are granted through a separate agreement.

The designated catering venues will also be used by the University for special events, which may be catered by other caterers. Outside caterers will not be allowed use of the main kitchens, unless specifically approved by the University. It is the intent of the University to provide the Contractor with the ability to submit quotes to provide catered food and beverage services for other athletic events and non-athletic events held in the Facilities during the term of this contract. There is no guarantee that any quotes from the Contractor will be accepted for any of the events not specified above.

The Colonnade Group, an event management company based in Birmingham, Alabama, has managed the premium areas since 2002, as well as other luxury suite programs around the Southeastern Conference, Atlantic Coast Conference, and Big XII. Colonnade Group (hereinafter referred to as the “Hospitality Staff”) will be the University’s representative for management of the premium areas in the Facilities. The University of Alabama and Colonnade Group will expect the Contractor to collaborate & cooperate in order to ultimately provide the highest level of service to its premium seating patrons.

The designated catering venues in the Facilities are described below. Attendance varies from game to game, and the University will adjust the meal guarantees per event. Specific capacities and sizes listed for skyboxes, clubs, and other areas are subject to modification in the event of renovation or other changes.
Bryant-Denny Stadium

1. Bryant-Denny Skyboxes: 159 skyboxes; 3,908 total capacity
   North: 2 levels totaling 38 skyboxes; 860 capacity
   • 34 with a 22-seat capacity
   • 4 with a 28-seat capacity
   East: 3 levels totaling 85 skyboxes; 2,192 capacity
   • 63 with a 22-seat capacity
   • 18 with a 34-seat capacity
   • 2 with a 33-seat capacity
   • 2 with a 64-seat capacity
   South: 2 levels totaling 36 skyboxes; 872 capacity
   • 28 with a 22-seat capacity
   • 6 with a 26-seat capacity
   • 2 with a 50-seat capacity

All skyboxes feature stadium seats for game viewing, lounge area, service counter with sink, food service counter (credenza), storage cabinets, televisions, and are equipped with a small refrigerator, ice storage bin, ice bucket & scoop, and a caddy for displaying flatware, plates & napkins. (See section entitled “Catering Kitchen/Prep Areas” for pantry information.)

2. The Zone-North: 15,800 sq. ft. club level; 1,696 capacity
   This club level in the north end of Bryant-Denny Stadium features outdoor stadium seating, limited indoor café seating, standing-height bar tables, 2 food pantries with ice makers, 2 cooler ice rooms, fountain drink stations, and a large bar for serving non-alcoholic drinks on game day.

3. North Field Suite: 1 level; 164 capacity
   A corporate entertainment lounge located on field level of the north end zone for which packages of 10 tickets are sold on a game-by-game basis. Features include outdoor chair back seats and an indoor lounge area with limited indoor café seating, standing-height bar tables, fountain drink stations, and a food pantry with ice maker and walk-in cooler.

4. The Zone-South: 12,640 sq. ft. club level; 1694 capacity
   This club area in the south end of Bryant-Denny Stadium features outdoor stadium seating, limited indoor café seating, standing-height bar tables, 2 food pantries featuring an ice maker as well as ice storage units, fountain drink station, and a large bar for serving non-alcoholic drinks on game day.

5. Stadium Club: 12,750 sq. ft. club level; 1000 capacity
   This club area in the south end of Bryant-Denny Stadium features limited indoor café seating, standing-height bar tables, 2 food pantries featuring an ice maker and ice storage units, and fountain drink station. The Stadium Club is an interior area with no view of the field.

6. South Field Suite: 2,780 sq. ft. club level; 368 capacity
   This corporate entertainment lounge located on the field level of the south end zone for which packages of 10 are sold on a game-by-game basis. Features include outdoor chair back seats and an indoor lounge area with limited indoor & outdoor café seating, standing-height bar tables, fountain drink stations, and a prep area with sink.

7. Ivory Club*: 1 level, 304 capacity
   A 50-yard line club located on the 6th floor of the west side of Bryant-Denny Stadium. The room features indoor stadium seating, limited seated dining, service counters, fountain drink station, and a prep area. Access by patron elevator only; no service elevator.

*THE UNIVERSITY RESERVES THE RIGHT TO REMOVE THE IVORY CLUB FROM THE SCOPE OF SERVICE DURING THE RFP PROCESS.
Coleman Coliseum Club Room: 5,200 sq. ft. club level, 360 average attendance

The Club Room is designed to present a buffet-style meal for up to approximately 400 patrons. Located on the east side of Coleman Coliseum, the Club Room features various standing-height tables placed throughout the Club, along with limited seating dining areas, and drink rails that line the east & west sides of the room. A dedicated kitchen and 2 pantries service the club, and a ground level pantry offers storage and an additional sink.

Sewell-Thomas Stadium – Scheduled for completion in February 2016, the baseball stadium renovation is expected to include the following premium areas. The stadium will consist of three levels (ground, concourse, and press level), with the Contractor operating on only 2 of those levels (ground level and press level).

1. Suites: 1 level with approximately 12 suites; 144 total capacity (12 patrons/suite)
   Suites will be located on press level. Plans for each suite include stadium seats and bar stools for game viewing, lounge area, reach-in drink cooler, service counter with sink, food service counter (credenza), storage cabinets, televisions, ice storage bin, and ice bucket & scoop. Plans include a nearby pantry with direct access to a service elevator.

2. Home Plate Club: 2,900 sq. ft. club level, 250 capacity with an anticipated season attendance average of 60%
   This club area is located on ground level positioned underneath the seating area behind home plate. Plans include limited indoor café seating, standing-height bar tables, fountain drink stations, full-service bar for servicing both complimentary non-alcoholic drinks and POS alcoholic drinks on game day, and a pantry behind the bar with access to service corridor.

3. First Base Club: 2,000 sq. ft. club level, 200 capacity with an anticipated season attendance average of 60%
   This club will be located on the press-level along the first base line, and plans include limited indoor café seating, drinks rails with stools, fountain drink stations, full-service bar for servicing both complimentary non-alcoholic drinks and POS alcoholic drinks on game day, and a pantry with direct access to the club. Also planned is an adjacent 750 sq. ft. patio.

Catering Kitchen/Prep Areas

The Catering Kitchen/Prep Areas are listed below and have approximate measurements.

1. Bryant-Denny Stadium North End
   - Ground level – A full service, 3,553 sq. ft. commissary with a scullery, office, restroom, locker room, janitorial closet, and dry storage, located near an elevator dedicated for service.
   - The Zone – One 26’ x 15’ pantry and one 33’ x 13’ pantry
   - Skybox levels – One 23’ x 18’ pantry on both levels

2. Bryant-Denny Stadium East Side
   - Ground level – An approximate 600 sq. ft. commissary with a roll-up door, located near a service elevator and janitorial closet.
   - 6th floor – One 27’ x 12’ staging area with a sink and bank of electrical outlets
   - 7th floor – One 27’ x 12’ staging area with a sink and bank of electrical outlets

3. Bryant-Denny Stadium South End
   - Ground level – A full service, 2375 sq. ft. commissary with a scullery, office, restroom, locker room, janitorial closet, and dry storage, located near an elevator dedicated for service.
   - The Stadium Club – An approximate 352 sq. ft. pantry and one 532 sq. ft. pantry
• The Zone – An approximate 486 sq. ft. pantry and one 648 sq. ft. pantry adjacent to elevator
• Skybox levels – An approximate 204 sq. ft. pantry on both levels

4. Coleman Coliseum

• Club level – A full service 435 sq. ft. commissary with access to a nearby elevator. Upon Club Room opening, elevators must be shared with patrons.
• Two 9’ x 17’ pantries, each with a service window, cabinet storage, and ice maker.
• Ground level – Scullery area with 3-compartment sink and storage area, with access to a nearby elevator

5. Sewell-Thomas Stadium

• Ground level – A full service 1,256 sq. ft. commissary with private entrance and easy access to loading area and nearby elevator.
• Home Plate Club level – An approximate 375 sq. ft. pantry behind bar with access through the Home Plate Club to service corridor.
• Suite/First Base Club level – Two approximate 260 sq. ft. pantries with access to each set of premium areas. One pantry has direct access to service elevator, while the other has direct access to First Base Club.
3.0 DEFINITIONS

The term "addenda" means written or graphic instructions issued by the University of Alabama prior to the receipt of Proposals that modify or interpret the Request for Proposal documents by addition, deletions, clarification, or corrections.

The terms "offer" or "proposal" means the Respondent(s) response to this Request for Proposal.

The term "Respondent" means a person, company, corporation or other the entity group submitting a proposal.

The term "Contract" shall mean the contract awarded to a Contractor pursuant to this Solicitation.

The term "Contractor" means the entity receiving a contract award.


The term "Purchasing" means The University of Alabama, Purchasing Department, Room 1101 Jackson Ave, Suite 3000, South Lawn Office Building, Tuscaloosa, AL 35401.

The term "Purchasing Officer" means The University of Alabama’s appointed contracting representative.

The term "Responsible Respondent" means a Respondent who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance.

The term "solicitation" means Request for Proposal (RFP).

The term "University" means The University of Alabama.

The term "Premises" means University facilities located in Tuscaloosa, AL.

The term "Facilities" means existing University real properties and any improvements thereon or those acquired after award of the RFP.
4.0 GENERAL SPECIFICATIONS

4.1 Contract Term

The Initial Term of the Contract awarded by this RFP shall be for five (5) years commencing on July 1, 2015. All qualifications must be met for the duration of the contract.

Pricing shall be firm for five years with the option for renewal. Upon mutual agreement between the successful contractor and The University of Alabama, this contract may be renewed for one (1) additional five (5) year period at the original bid price quoted for the renewal year. All other terms, conditions, delivery, etc. will remain the same as the original bid. The renewal shall be sent to Contractor by The University of Alabama sixty days prior to the renewal date.

4.2 Effective Date

The effective date of the contract shall be Wednesday, July 1, 2015 or the date upon which the Parties execute the contract and all appropriate approvals have been received whichever is later.

4.3 Entire Contract

The issuance of a signed Contract document is required to constitute a contract between the successful Respondent and the University which shall bind the successful Respondent to furnish and deliver the commodities ordered at the prices, terms and conditions quoted and in accordance with the specifications of this Solicitation as well as the terms and conditions of the University's Purchase Order or Contract.

The terms and conditions included in this Solicitation along with any addenda, any University contract and/or University purchase order(s) issued referencing this Solicitation, the University's General Terms and Conditions, Instructions to Bidders shall constitute the entire and exclusive Contract between the University and the successful Respondent.

4.4 Technical Specifications - Required

Respondent must meet or exceed all the requirements below to be considered in the RFP award process. The successful Respondent shall be granted the right to provide catered food and beverage services for football games in the designated catering venues at Bryant-Denny Stadium, in the Coleman Coliseum Club Room for men’s basketball games and women’s gymnastics meets, the planned suites and clubs at Sewell-Thomas Stadium, and possibly other athletic and non-athletic events within those venues at The University of Alabama on its campus in Tuscaloosa, Alabama.

Any products or services that the successful contractor or department would like to have added to the contract must be approved by the Procurement Department.

4.4.1 Equipment

Equipment provided by The University of Alabama for Contractor’s use:

Please see Attachment D for food service equipment provided by The University of Alabama in Bryant-Denny Stadium, Coleman Coliseum, and Sewell-Thomas Stadium.

- Contractor is required to immediately inform the University of any problems or deficiencies with catering equipment regardless of whether such problems or deficiencies were caused by Contractor.
- Contractor, at its expense, shall be responsible for promptly repairing or replacing any damage to the catering service areas or University catering equipment or to catered venues that is caused by Contractor’s negligent or willful acts or omissions.
- A limited amount of 8’ and 6’ banquet tables are available for use. Contractor must be prepared to supplement with their own tables as needed to fulfill catering services.
- Contractor will be responsible for the cleanliness of any grease disposal areas associated with the respective kitchens, and the contract for the removal of grease.
• Contractor will also be responsible for the cleanliness of the exhaust hoods in the respective kitchens, and the contract for exhaust hood cleaning. Exhaust hoods should be cleaned as needed or bi-annually at a minimum. The exhaust hood in the east kitchen of Bryant-Denny is currently non-functioning.
• On termination or expiration of the agreement, the University will conduct a physical inventory of the capital equipment. At that time, Contractor will surrender the facilities and capital equipment to the University in as good condition as at the start of the agreement, excepting ordinary wear and tear.
• All equipment will remain the property of the University at all times.

Equipment and supplies provided by Contractor:
Respondents should assume that the only equipment provided by the University to support the catering services in the Facilities are those items on the lists attached to this RFP in Attachment D.

Contractor must supply all equipment, supplies and accessories that the Contractor deems necessary to implement its unique concepts. These items would include but are not limited to:

• Hot and cold transport carts
• Serving ware (bowls, platters, etc.)
• Serving utensils
• Buffet serving items (chafing dishes, platters, sneeze guards, etc.)
• Disposable 9” plates and 6” plates
• Dinner napkins and cocktail napkins
• Cups:
  o Bryant-Denny Stadium and Coleman Coliseum: 20-22 oz. opaque souvenir cups; at least 2/person/area/event. May supplement with approved back-up opaque cup
  o Sewell-Thomas Stadium: 16-20 oz. opaque disposable logo cups; one type for non-alcoholic beverages, and one type for alcoholic beverages
• Cups & lids for hot beverages
• Disposable flatware for club areas
• Table linens/toppers/dressings [where applicable]
• Floral arrangements (or other appropriate centerpieces) for buffet tables in club areas and lobby presentations on the skybox levels
• Replacement stainless steel flatware for the skyboxes [The University purchased the initial required flatware, but the successful contractor will be responsible for replacing those items that are lost or destroyed.]

Note:
• Samples of plates, napkins, cups, and flatware selected for each venue must be approved by the University prior to their use.
• The installation of any permanent Contractor-owned equipment will require prior written approval from the University.
• Contractor supplied equipment will not become University property.
• Contractor is required to have their equipment inspected annually by a certified kitchen equipment inspection agent, as approved by THE UNIVERSITY.

4.4.2 Service Responsibility
Operating Hours (See the “Menus” section for buffet service periods.)

1. Bryant-Denny Skybox and Club Hours –
   • Football kickoff times typically range from 11 a.m. to 8 p.m., and games typically last on average 3.5 - 4 hours.
   • Skybox and Zone guests are allowed entry 2.5 hours prior to kickoff, and will be allowed to remain in the areas for 1.5 hours after the game’s completion. (On average, these areas are open for 8 hours per game.)
• Stadium Club and Ivory Club guests are allowed entry 2.5 hours prior to kickoff, and will be allowed to remain in the area for 1 hour after the game’s completion. (On average, these areas are open for 7 hours per game.) Field Suite guests are allowed entry 2 hours prior to kickoff, and must exit at the completion of the game. (On average, these areas are open for 5.5 hours per game.)

2. Coliseum Club Room Hours –
• For each sport, the Club Room is open on average for approximately 3.5 hours per event.
• Basketball tip-off times typically range from 11:00 a.m. to 8:00 p.m., and games typically last 2 hours. Guests are allowed entry 1 ½ hours prior to tip-off, and the club remains open until the end of the game.
• Gymnastics meets typically begin around 7:00 p.m. Guests are allowed entry 2.5 hours prior to the start of the meet, and the club room closes at the start of the second rotation, which is typically 45 minutes after the official start of competition.

3. Sewell-Thomas Stadium Suite and Club Hours –
• Baseball game start times typically range from 11 a.m. to 8 p.m., and games typically last 3 – 3.5 hours.
• Suite guests will be allowed entry 2 hours prior to first pitch, and will be allowed to remain in the area for 1 hour after the game’s completion.
• Club buffet service begins 2 hours prior to first pitch, and the main buffet food should be replenished through the 4th inning. After that point, the main buffet should be accessible and serviced until the items are depleted, but all items should be removed at the start of the 7th inning.
• Snacks (such as popcorn, chips, & peanuts), beverages, dessert & ice cream should be available until the clubs close at the end of the game.

Stocking and Servicing

Contractor has multiple responsibilities before, throughout, and after the game to provide proper servicing and fill all requests.

All Area Responsibilities:

Prior to Game Day
• Contractor is responsible for working with the respective beverage purveyors to obtain all necessary equipment & accessories for serving fountain products, freshly brewed tea, coffee, & hot chocolate, and ice cream.
• Contractor is responsible for storage of all materials including food and beverages, and for maintaining adequate supplies.
• Contractor must place plates, cups, napkins, flatware, in all areas before game day. These must be stocked and available at the beginning of operation and restocked as needed throughout each event.
• Contractor is responsible for providing adequate staffing to allow for efficient and timely distribution and replenishment of food and beverages to patrons. All service personnel must be in place and ready to serve from gate opening until the areas close.

During Event
• Contractor must be available throughout the open period to provide proper menu servicing (e.g. replenishing sterno, fulfilling food-related requests, replenishing beverages and ice, etc.), and to ensure patrons have easy and quick access to food and beverage during the respective service periods.
• Flatware and utensils must be properly bussed during open hours.
• Contractor must properly maintain and clean food areas during the open period (food service counters in the skyboxes; buffets, beverage stations; etc.) and adhere to all health laws and codes associated with the dispensing of food and beverages.
• Contractor is responsible for removing trash from kitchens, prep rooms, bar areas, and pantries and disposing of the trash in designated areas. Contractor is not responsible for removing trash bags from the skyboxes or dining areas.

Post-Closing (or when a skybox/club is vacated):
• Contractor is responsible for removing trash from kitchens, prep rooms, bar areas, and pantries and disposing of the trash in designated areas. Contractor is not responsible for removing trash bags from the skyboxes or dining areas.
• All remaining non-disposable items such as flatware, utensils, and serving platters must be gathered by Contractor from each area immediately after a skybox/club closes and the items should be washed. They should then be stored away in the appropriate storage areas.
• All remaining disposable items such as used plates, trash, and plastic food covers should be thrown away in the designated receptacle.
• When leftover food and/or disposable containers are discarded into trash bags, Contractor will monitor the weight of the bags before placing them in the appropriate location designated by the University, who will remove the trash from the stadium. Contractor must use the provided caster-base trash barrels during trash removal. At no point should loaded trash bags be placed on the floor.
• All service areas must be cleaned and prepared for subsequent use, and properly secured where applicable.
• Contractor will clean/polish chafing dishes after each event.

Bryant-Denny Skyboxes Additional Service Responsibilities:

Pre-Opening
• All soft drinks and bottled water must be carefully stored in each skybox refrigerator & cabinet. Packaging must be removed from beverages before being stocked in skybox refrigerator.
• Contractor must place pre-determined appetizers in each skybox before skybox holders arrive on game day.
• Contractor is responsible for filling ice bins in each skybox, as well as stocking additional bagged ice from pallets into ice merchandisers where applicable. Contractor must also provide ice which will be used by the Hospitality Staff to ice down any drinks placed in coolers prior to skybox guest arrival.

During Event
• Meals will be served into the skyboxes on a pre-determined schedule based on skybox holder advance requests.

Post-Closing (or when a skybox is vacated):
• Contractor will dispose of ice in ice bins after all guests depart from skyboxes.
• It is allowable for chafing dishes to remain in the skyboxes year-round.

Club Area Additional Service Responsibilities:

Pre-Opening
• Contractor must have all food and drink stations stocked and prepared for service prior to opening of the clubs for each game.

During Event
• Contractor must replenish buffet items through the designated service time, while continuing to provide beverages and snacks throughout the game.

Post-Closing (or when all club guests have vacated)
• Linens, chafing dishes, and other equipment may not be removed until this time. Dining areas may be reset for Contractor’s next event if approved by the Athletic Facilities Office.
• Clean/sanitize all fountain unit diffusers and nozzles.
Sewell-Thomas Stadium Alcohol Service Responsibilities:

**General Service**
- All alcoholic beverages delivered to Sewell-Thomas must be delivered in an unmarked vehicle and be transported in covered carts or boxes.

**Suites**
- Contractor should be prepared to work with the Hospitality Staff to create different types of alcohol stocking services that Contractor will provide to the suiteholders, to include par-level service and game day service. Contractor will consult with the Hospitality Staff to determine if a nominal service fee is warranted.
- All pre-ordered alcohol must be stocked and locked in cabinets in each suite prior to the game.
- Contractor is responsible for having reserve alcohol on site to use in fulfilling any suite game day alcohol orders placed at the suite holder’s expense.

**Club Bars**
- Contractor must replenish buffet items through the designated service time, while continuing to provide beverages and snacks throughout the game.
- Alcohol sales will end at the start of the 7th inning.
- Contractor is not allowed to sell doubles.
- No more than 2 alcoholic beverages may be sold to one person at a time.
- Bars must be cleared of all items including alcohol, cups, napkins, and bar supplies. Alcohol should be locked and stored in the proper area.

**Menus**

Prospective respondents should carefully review Attachment B which includes sample menus served in the Facilities in 2014. The sample menus described in Attachment B are intended to act as historical reference points only. Each respondent must meet the minimum requirements contained within the RFP specifications to be considered for a contract reward, and is strongly encouraged to provide food and beverage offerings that exceed these minimum requirements.

Contractor should present proposed menus for each area at least four (4) months prior to the beginning of each respective season for University approval. Contractor will be expected to collaborate with the Hospitality Staff on menu offerings.

The Hospitality Staff is responsible for communicating menus to all premium seating patrons, as well as communicating orders to the Contractor.

Alcohol will not be served by the University or its Contractors in any area within Bryant-Denny Stadium or Coleman Coliseum prior to, during, or after athletic events.

**Bryant-Denny Skybox Menus:**

- Contractor must offer one or more preset menus, in addition to an a la carte (build-your-own) menu option. The preset menu(s) should vary from game to game, each including any combination of appetizers, entrees, and sides. Using the a la carte menu, skybox holders will be able to customize their menus for each game by selecting from a list of items covering a wide variety of choices. The a la carte menu option should offer hot & cold appetizers, entrees, sandwiches, salads, and sides.
- Pre-determined appetizers should be set in each skybox prior to gate opening, regardless of menu choice. The appetizers must be suitable in regard to hold time, skybox temperature, etc.
- Currently, dessert showplaces are presented in the common areas on each skybox level, while approximately 10-12 skyboxes are provided with an in-suite dessert tray. Respondents should identify in their proposals how they suggest serving desserts as part of the all-inclusive skyboxes presentation.
- Halftime hot dogs/stadium dogs are provided for each skybox.
- Items from the preset and a la carte menus are replenishable without expense at each skybox holder’s request, with the reasonable exception of branded items.
Menus should include soft drinks and bottled water. Standard stocking of soft drinks includes Coca-Cola, Diet Coke, Coke Zero, Sprite, and Sprite Zero. All other Coca-Cola brand canned soft drinks should be made available upon request on a complimentary basis.

Patrons may request in-suite coffee service in advance or on game day.

Contractor must present a hot beverage bar on each of the east and north skybox levels. A hot beverage bar is possible for the south skybox levels but not required due to space constraints and possible dessert presentations.

Ice cream novelties should be provided. The ice cream purveyor typically provides freezers for guest self-service.

Popcorn should be provided in each skybox level common area.

Skybox holders will be asked to select menu options and desired meal delivery time prior to the season. Current meal delivery times are Gate Opening, 1-2 Hours Prior to Kickoff, Near Kickoff, or Upon Request on Game Day.

Contractor will be asked to provide a list of additional menu items for advance ordering opportunities, as well as game day ordering opportunities. This list of additional items and prices must be submitted to the Hospitality Staff for approval. Additional orders shall be prepared and served only at the skybox holder’s request and at the skybox holder’s sole expense.

Contractor must be prepared and willing to accommodate skybox holders’ reasonable special requests, including but not limited to requests for specific Coca-Cola products/quantities, halftime hot dog quantity and presentation (plain vs. loaded), delivery times, etc.

Contractor will be required to collaborate with the Hospitality Staff regarding menus for kickoffs prior to 12 noon. Contractor must reasonably adjust offerings to better suit the morning service time.

The Hospitality Staff will send the final serving schedule to Contractors no later than the Tuesday prior to a Saturday football game.

**ALLOWED PRICE RANGE FOR SKYBOX MEALS:** $28-$33 PER PERSON

Bryant-Denny Club Menus:

- Contractor must provide a variety of food items from which patrons can choose, and the menu should vary from game to game.
- Menus should include heavy hors d’oeuvres, entrees, salads, fruits, vegetables, desserts, and typical stadium fare such as hot dogs, nachos, chips, and popcorn.
- Full buffet should be serviced from gate opening through the end of halftime, with the exception of the Ivory Club*.
- Typical stadium fare should be available from gate opening until the end of the game, to include snacks, beverages, dessert & ice cream novelties. Beverages should also be available from gate opening until the end of the game.
- Ice cream novelties should be provided. The ice cream purveyor typically provides freezers for guest self-service.
- Stadium Club: beverage offerings should include fountain drinks featuring a variety of soft drinks and non-carbonated options; non-fountain drinks including freshly brewed sweetened and unsweetened tea; and hot beverage options including coffee and hot chocolate.
- Zones, Field Suites, and Ivory Club: beverage offerings should include the aforementioned items as well as bottled water.
- Ivory Club: Frozen yogurt must be served from a frozen yogurt machine (machine not provided by THE UNIVERSITY).

*Ivory Club: Full buffet items should be available until the end of the game. See Attachment B for additional service time exceptions for the Ivory Club.

**ALLOWED PRICE RANGE FOR MEALS:**
- **STADIUM CLUB:** $18 - $22 PER PERSON
- **FIELD SUITES:** $22 - $26 PER PERSON
- **THE ZONES:** $23 - $27 PER PERSON
- **IVORY CLUB:** $25 - $28 PER PERSON
Coleman Coliseum Club Room Menus:

- Contractor must provide a variety of food items from which patrons can choose, and the menu should vary from game to game.
- Menu should include heavy hors d'oeuvres, entrees, salads, fruits, vegetables, desserts, and typical stadium fare including hot dogs, nachos, chips, and popcorn.
- For basketball, buffet service begins 1½ hours prior to tip-off, and should be replenished through halftime. Snacks, beverages, dessert & ice cream should be available until the Club Room closes at the end of the game.
- For gymnastics, buffet service begins when the club room opens, and ends when the Club Room closes at the start of the second rotation, which typically begins 45 minutes after the start of the meet.
- Beverage offerings should include fountain drinks featuring a variety of soft drinks and non-carbonated options; non-fountain drinks including freshly brewed sweetened and unsweetened tea; and hot beverage options including coffee and hot chocolate.
- Ice cream novelties should be provided. The ice cream purveyor typically provides freezers for guest self-service.

**ALLOWED PRICE RANGE FOR COLISEUM CLUB ROOM MEALS:**

- **BASKETBALL:** $18 - $20 PER PERSON
- **GYMNASTICS:** $8 - $9 PER CHILD, $12 - $13 PER ADULT

Sewell-Thomas Stadium Suites Menu:

- Suite patrons will have access to the First Base Club for food and beverage.
- Contractor must offer a variety of food items from which suiteholders can choose at their own expense. These ordering options should include heavy hors d'oeuvres, entrees, salads, fruits, vegetables, desserts, game day fare, snacks, and beverages.
- The list of ordering items and prices must be submitted to the Hospitality Staff for approval.
- Suiteholders will have the opportunity to order beer, wine and liquor in advance for in-suite service.
- Respondents should include in their proposal suggested alcohol brands and prices. Offerings should include call and well brands of liquor, domestic, imported, and local craft beer options, as well as red and white wine options. Prices for alcoholic beverage offerings are subject to mutual agreement by the Hospitality Staff and Contractor. Pricing is expected to be comparable with local package store pricing.

Sewell-Thomas Stadium Clubs Menus:

- Contractor must provide a variety of food items from which patrons can choose, and the menu should vary from game to game.
- Weekday game menus should include game day fare (such as hot dogs and/or hamburgers and nachos), one healthy entrée & side option, desserts, and snacks (to include popcorn and peanuts).
- Weekend series menus should include appetizer and entrée options with side(s), game day fare (such as hot dogs or hamburgers and nachos), desserts, and snacks (to include popcorn and peanuts). At least one of the appetizer or entrée options should be a healthy choice.
- Beverage offerings should include fountain drinks featuring a variety of soft drinks and non-carbonated options; non-fountain drinks including freshly brewed sweetened and unsweetened tea; and hot beverage options including coffee and hot chocolate.
- Ice cream novelties should be provided. The ice cream purveyor typically provides freezers for guest self-service.
- Respondents should include in their proposals suggested alcohol brands and prices to be sold point-of-sale at the club bars. Offerings should include call and well brands of liquor, domestic, imported, and local craft beer options, as well as red and white wine options.
- Bars should have 1-2 draft options available upon request of the University.
• Prices for alcoholic beverages are subject to mutual agreement by the Hospitality Staff and Contractor. Pricing of alcohol is expected to be comparable with local establishments.
• Per person menu cost to the University should not include the cost of alcoholic beverages.
• **ALLOWED PRICE RANGE FOR STS CLUB MEALS:**
  - **WEEKDAY GAMES:** $10 - $13 PER PERSON
  - **WEEKEND GAMES:** $13 - $17 PER PERSON

### A-Day Spring Football Scrimmage

Historically, the University has hosted one (1) open spring football scrimmage annually in Bryant-Denny Stadium. The skyboxes, Ivory Club and The Zones have been operational and open to members who have requested complimentary tickets. At a minimum, menus for each area include stadium dogs, chips and dips, cookies & brownies, soft drinks, water, coffee and tea. Contractor would be required to provide adequate staffing to assure efficient, professional, and courteous service in each venue.

- **Skybox Price Per Person:** $6.50 + $1.50/hot dog served
- **Zone Price Per Person:** $10
- **Ivory Club Price Per Person:** $15 (menu also included 2-3 entrée/appetizer options)

### Beverages

The soft drink and bottled water pouring rights during athletic and non-athletic events held in the University’s athletic facilities is held by Coca-Cola United through an existing contract with Crimson Tide Sports Marketing. Respondents to this RFP should understand that they will be required to purchase soft drink syrups, canned drinks, and bottled water from Coca-Cola United during the term of its contract. Attachment E to this Request for Proposals lists the products that are covered under the referenced contract and the prices charged to the University as of the writing of this RFP. Prices charged by Coca-Cola United or its successor may be subject to change during the term of the contract that may result from this RFP. The University reserves the right to change the pouring rights holder and if so the Contractor will be required to purchase from the new pouring rights holder.

The current preferred provider of coffee and freshly brewed teas is Red Diamond. Coffee brewers, docking stations, carafes, and other equipment are typically provided by the coffee purveyor, but Contractor is responsible for working with the purveyor to obtain all necessary equipment from the coffee purveyor. Contractor is responsible for cleaning all carafes after each use. The University reserves the right to change the coffee and tea provider and, if so, the Contractor will be required to purchase from the new provider.

The University will expect Contractor to hold and maintain an alcohol license for the premium areas of Sewell-Thomas Stadium only. With guidance from the Colonnade Group and the University, Contractor will be required to obtain the necessary ABC license for beer, wine and liquor sales within Sewell-Thomas Suites, First Base Club and Home Plate Club. Contractor must adhere to all state and local laws to ensure the safe sale of alcohol and retention of the license. Alcohol will not be served by the University or its Contractors in any area within Bryant-Denny Stadium or Coleman Coliseum prior to, during, or after athletic events.

### Ice

For a portion of the Facilities, Contractor will obtain bagged ice from an outside source. This source should be one that has a contract with the University or Crimson Tide Sports Marketing for game day-related ice needs. The Hospitality Staff will provide vendors and contact information.

- **Bryant-Denny East Skyboxes** – Contractor should obtain, at its expense, bagged ice from an outside source, and provide sufficient amount of ice for consumption and icing beverages for all skyboxes. Ice merchandisers/freezers to hold bagged ice must be obtained from the ice purveyor, and placed in the 6th & 7th floor pantries.
- **Bryant-Denny North Skyboxes** – Contractor should obtain, at its expense, bagged ice from an outside source, and provide sufficient amount of ice for consumption and icing beverages for all skyboxes. Ice merchandisers/freezers to hold bagged ice must be obtained from the ice purveyor, and placed in the 6th & 7th floor pantries.
beverages for all skyboxes. Ice merchandisers/freezers to hold bagged ice must be obtained from the ice provider, and placed in the 6th & 7th floor pantries.

- **The North Zone** – Two ice machines, each with a 1000 lb. capacity ice bin will provide much (but not all) of the ice needed for the fountain drink stations on this level. Contractor is responsible for maintaining adequate ice levels in all fountain drink stations. Contractor must also obtain, at its expense, 5–7 lb. bagged ice from an outside source to provide ice for patrons’ coolers. This ice must be stored in freezers in the two ice rooms on this level.

- **The North Field Suite** – Contractor should obtain, at its expense, bagged ice from an outside source, and provide sufficient amount of ice for maintaining adequate ice levels in the fountain drink station and a bottled water tanker, and also to provide the Hospitality staff ice for patrons’ coolers.

- **Bryant-Denny South Skyboxes** – Each of the two skybox levels has an ice room equipped with one ice machine with a 1000-lb. capacity ice bin and bagging attachment. Each pantry will also be equipped with 3 ice storage freezers that can each hold up to 100 8-lb. bags of ice. Contractor must bag the ice during the week and store the bags in the available ice freezers. Contractor must provide sufficient amount of ice for consumption, and for the Hospitality Staff to ice beverages for all south skyboxes.

- **The South Zone** – One ice machine with a 1000-lb. capacity ice bin and bagging attachment, along with 5 ice storage freezers that can each hold up to 100 8-lb. bags of ice. Contractor is responsible for maintaining adequate ice levels at all fountain drink stations. Contractor must also provide sufficient amount of ice for the Hospitality Staff to ice beverages in patrons’ coolers.

- **The Stadium Club** – One ice machine with a 1000 lb. capacity ice bin and bagging attachment, along with 4-6 ice storage freezers that can each hold up to 100 8 lb. bags of ice. Contractor is responsible for maintaining adequate ice levels at all fountain drink stations. Contractor must also provide sufficient amount of ice for the Hospitality Staff to ice beverages in patrons’ coolers.

- **The South Field Suite** – Contractor is responsible for maintaining adequate ice levels at all fountain drink stations and in any bottled water tankers, using the ice produced on the levels above. Contractor must also provide sufficient amount of ice for the Hospitality Staff to ice beverages in patrons’ coolers.

- **Should the Contractor sense that the above provisions for ice production in the South End may not be sufficient for a game day operation, additional bagged ice must be obtained, at Contractor’s expense, in order to meet all needs.**

- **Coleman Coliseum Club Room** – In each Club Room pantry, there is a 500 pound ice maker with a 63 lb. ice storage bin.

- **Sewell-Thomas Stadium** – Two 1300 lb. production ice makers; one located in the Home Plate Club pantry, and one located on suite/club level.

- **Current caterer pays approximately $2.05 per 20 lbs. of ice. Each skybox is capable of holding at least 40 lbs. of ice at one time.**

### Sanitation

1. Contractor will be responsible for cleaning and the cleaning products used for the kitchens, pantries, and staging areas within each of the catering venues, as well as servicing utensils, flatware, plates, cooking equipment, servicing platters, etc.

2. The floors of all kitchens, pantries, food prep and bar areas must be cleaned and sanitized following each game.

3. All equipment, including but not limited to, ovens, refrigerators, storage carts, counters, tables, and shelving must be cleaned and maintained by Contractor. Skyboxes and club areas will be cleaned by the University.

4. Contractor will be responsible for the cost of cleaning of the grease traps in the respective areas. The University will schedule the cleaning, and the Contractor will be invoiced accordingly. Contractor will be responsible for the cleaning of the exhaust hoods in the respective areas, and the contract associated with that cleaning.
5. Contractor must comply with all local, state, and federal public health regulations for the safe and sanitary handling and holding of food and beverage products. It is recommended that Respondents meet with representatives from the University’s Environmental Health & Safety Office to discuss specific expectations and challenges relative to the specified catering operations.

6. The local health department examiner will visit the operations on a regular basis during events to assure that food and beverage products are properly handled. Contractor must be in compliance with all public health regulations, and is responsible for any cost incurred if regulations are not met.

7. Contractor will ensure that staff is trained in proper food and beverage handling practices.

**Service Standards & Quality Assurance**

1. Display and serving areas shall be kept clean, sanitary, orderly, and attractive at all times. Any spillage or soiled spots shall be removed promptly from counters, chafers, general serving areas, and floors. Broken items shall be promptly removed from the serving area.

2. Food items at the servicing stations and in the skyboxes shall be readily identifiable with attractive, individual labels.

3. Any food appearing discolored, unappealing, or not in a proper state of freshness shall not be served.

4. All food shall be garnished for attractive presentation.

5. The Contractor’s designated management representatives must meet with the Hospitality Staff responsible for each of the catering venues on a periodic basis to evaluate the quality of the program and assess what changes would enhance the overall dining experience.

**Personnel**

1. Staffing – Contractor must provide an adequate number of trained personnel to assure efficient, professional, and courteous service in all venues at each event. There will be a designated supervisory person in each of the venues during each event. All Respondents must provide within their proposals an organizational chart that lists the staffing by catering venue for each event. The Contractor must maintain the accepted staffing levels for each game/meet unless otherwise agreed to in writing by the University.

2. The University will have the right to review Contractor’s final recommendation of a proposed candidate for Contractor’s management staff before an appointment is made. While the University reserves the right to review and comment on such appointments, Contractor alone will have the right to make such appointments and will be solely responsible for the employment decision. Unless the University waives such notice requirement in writing, Contractor will not transfer or change the management staff unless advance notice in writing is provided to the University, and a suitable replacement is on-site.

3. As a courtesy and to assure that there is a known contact in charge for Contractor in an emergency, Contractor will notify the Hospitality Staff when the Catering Director/General Manager is out of town and who has authority to make decisions in his/her absence.

4. Uniforms – Contractor’s staff must be in uniform whenever they are on duty. At a minimum, that uniform will consist of black pants, blouse/shirt, dark shoes, and a nametag. Management will be appropriately dressed (but not necessarily in uniform, except on game day) and wear a nametag. Respondents must include photos of the
uniforms that will be worn by their employees in each catering venue. All staff will be neat and tidy in appearance and will follow established hygiene, legal mandates, and food service industry best practices in the handling of food.

5. Training – Contractor shall continually provide satisfactory training and development programs for service personnel to assure that food is handled in a safe and sanitary manner, and that guests receive the desired level of service. Contractor should hold regularly scheduled full-time, part-time, and student employee training meetings. Contractor also must be willing to participate in a joint training with the Hospitality Staff so that game day employees for both parties are familiar with each other and their duties. Service personnel who will be serving alcoholic beverages must be trained in accordance with the Alabama Alcohol Beverage Control Board Responsible Vendor Program.

Utilities

1. The University shall furnish and maintain the necessary utility connections and services at the locations designated for the operation of equipment to be supplied by the Contractor.

2. The University does not guarantee an uninterrupted supply of water, steam, electricity, gas, heat or air conditioning. However, the University will take reasonable efforts to effect restorations of the service following an interruption. The University will not be liable for any damages or losses attendant thereto, including without limitation, product loss that may result from the interruption or failure of any such utility services, nor any loss of use or lost profit.

3. Contractor will assume responsibility for maximum utility/energy conservation. Contractor will adopt and enforce a policy of turning off or down lights, fans, water, ovens, steam equipment, and other energy consuming items when the facilities are not in use or when business volume dictates a reduction in the use of utilities. Failure to implement and enforce maximum utility/energy conservation may result in financial penalties.

4. Energy Conservation Required: In order to conserve energy, the University follows the “Energy Star” guidelines established by the Environmental Protection for equipment purchased. Guidelines for equipment labeled as such can be found on the Energy Star website at www.energystar.gov. The preference is to have all equipment be either “Energy Star” labeled or equipped with an after-market energy conservation device. It will be the responsibility of the Contractor to program all incorporated machine-related software to minimize machine energy consumption during non-operational hours while continuing to provide appropriate product temperatures during operational hours when product may be vended to consumers. A detailed energy conservation plan should be included in the response to this RFP.

Approval of Food and Beverage Products Sold by Contractors

The University reserves the right, in its sole discretion, to approve all food and beverage products served in the Facilities.

4.5 Financial Specifications

1. It is the Respondent’s responsibility to verify any information, measurements and obtain any clarifications prior to submitting the bid response. The University is not liable for any errors or misinterpretations made by the Respondent in response to this Solicitation.

2. The quoted price involving equipment must include all necessary accessories to make a complete functioning unit unless specifically stated in the Solicitation.

3. Quoted price must include all costs necessary for the production of the specified products including shipping and handling, installation, training and implementation, when applicable.
4. Quoted price must include all travel expense associated with the products and services required by this RFP.


a. Invoices for game-related catering services, excluding additional orders, shall be presented to the Hospitality Staff within ten (10) days following each home game. Contractor’s invoices shall include a detailed statement of the food and beverages offered and the unit meal cost, and must be separated by venue. Approved invoices will be paid by the University within thirty (30) business days of invoice receipt. In the event of a dispute with respect to an invoice, the University shall pay the undisputed portion of the invoice, if any, and provide Contractor with written notice identifying any disputed charges and the basis upon which it is contesting the charges. Provided that the University shall timely pay any undisputed charges, and provide Contractor with the notice required under this section, the University’s failure to make full payment of Contractor’s invoices pending the resolution of a dispute shall not entitle Contractor to cease work, breach, or otherwise limit the performance of any obligations imposed on Contractor under the terms of this contract.

b. Contractor’s invoices for additional orders placed by skybox holders shall be presented to the Hospitality Staff for approval within ten (10) days following a joint review between the Hospitality Staff and Contractor. The joint review of additional orders shall take place the week following each home game, or at a time agreed upon by both parties. Hospitality Staff will then invoice skybox holders for additional orders placed. Payment to Contractor for additional orders will be made on a game-by-game basis as funds are received by the Hospitality Staff.

• Contractor will be responsible for all credit card fees that are incurred by the Hospitality Staff for charges associated with additional orders. The Hospitality Staff will bill the Contractor for these fees as they are incurred, or on a timetable agreed upon by both the Hospitality Staff and Contractor.

• In the event of a dispute with respect to the additional order invoice due to skybox holder dissatisfaction, the Hospitality Staff will provide Contractor with written notice identifying the dispute. Hospitality Staff and Contractor will then discuss a reasonable course of action.

c. Respondents should carefully review Attachment C, which describes the University’s total catering payments during the 2014 season for the 159 skyboxes, The Zones, The Stadium Club, the Ivory Club, and The Field Suites in Bryant-Denny Stadium, as well as the catering payments for the Coliseum Club Room for the 2013-2014 men’s basketball season and the 2014 women’s gymnastics season. Also listed are skybox holder payments for additional food orders during the 2014 season.

d. Contractor is required to pay a 12% royalty of catering sales (before taxes) from non-University special events (i.e. events not funded by a University account) held in Athletics’ facilities. This royalty must be paid on a monthly basis, accompanied by a report listing the event(s). The Hospitality Staff will assist Contractor in determining when a royalty would or would not be expected.

e. Contractor should seek approval to use the kitchen facilities/equipment for any off-site event (events not held in Athletics’ facilities). Contractor is required to pay a 15% royalty of catering sales (before taxes) for any such approved events. This royalty must be paid on a monthly basis, accompanied by a report listing the event(s).

6. Accounting Records: Contractor will retain separate books, records and accounts relating to the operation of this Agreement in a form and manner satisfactory to the University. At the close of each accounting period, the Contractor will provide the University with a summary income statement for all product sales occurring under this Agreement by product and service category for the month’s operation and year to date. Contractor shall submit to the University within sixty (60) days following the close of its fiscal year a balance sheet, income statement, and statement of retained earnings accompanied by a certified public accountant’s statement.
5.0 PROPOSAL GENERAL REQUIREMENTS

5.1 Key Event Dates

Although subject to change, the University expects to adhere to the following time and event schedule relative to this RFP Process.

- **Wednesday, February 4, 2015** RFP Posted to Website
- **Tuesday, February 17, 2015, 10:00 am CST** Pre-Proposal Conference and Site Tour
- **Friday, February 20, 2015, 2:00 pm CST** Deadline to Submit Questions
- **Wednesday, March 11, 2015, 2:00 pm CST** Proposals Due
- **March 26 – April 3, 2015** Interviews/Presentations
- **Thursday, April 30, 2015** Tentative - Contract Finalization
- **Wednesday, July 1, 2015** Contract in Place

*Dates are approximate

5.2 Issuing Department

The Purchasing Department at the University of Alabama is the issuing department for this RFP and all subsequent addenda relating to it. The reference number for the Proposal is defined on the Purchasing Department RFP cover sheet. This number must be referenced on all proposals, correspondence, and documentation relating to RFP inquiries.

5.3 Respondent Communication

To insure that RFP documentation and subsequent information (modifications, clarifications, addendum, written questions & answers, etc.) is directed to the appropriate persons within the Respondent’s firm, each Respondent who intends to participate in this RFP is to provide the following information to the Purchasing Officer. Prompt, thorough compliance is in the best interest of the Respondent. Failure to comply may result in incomplete or delayed communication of addenda or other vital information. Contact information is the responsibility of the Respondent. Without the prompt information, any communication shortfall shall reside with the Respondent.

- Name of primary contact
- Mailing address of primary contact
- Telephone number of primary contact
- Additional contact persons with same information provided as primary contact

This contact information, intent to propose and questions may be transmitted via fax or e-mail to:

Jennifer Patrick
Purchasing Department
The University of Alabama
Box 870130
Tuscaloosa, AL 35487-0130
Phone: (205) 348-5026
Fax: (205) 348-8706
E-mail: jpatrick@fa.ua.edu

All communication with the University regarding this RFP shall only be directed to the University Purchasing Officer listed above.

5.4 Pre-Proposal Conference

A Pre-Proposal Conference / On-site visit will be held at The University of Alabama on Tuesday, February 17, 2015 at 10:00 am in the Bryant-Denny Stadium Recruiting Room located at 920 Paul Bryant Drive, Tuscaloosa, AL, to clarify the University’s expectations to Respondents and to visit the site(s). The Recruiting Room is located through Gate 1 of Bryant-Denny Stadium. Please advise the Purchasing Officer of the number of person attending the pre-proposal conference and site tour
representing your company or any subcontractor or third party of your company. Persons having technical knowledge of the project requirements should attend.

The following items should be noted in reference to the Pre-Proposal Conference:

- Attendance at the Pre-Proposal Conference is highly encouraged due to the complexity and scope of service to be provided, site conditions and other issues that may affect your proposal. Some of which may not be fully detailed in the RFP, but may be discussed during the Pre-Proposal Conference. Minutes or notes from the Pre-Proposal Conference will not be taken by the University and will not be made available to potential Respondents.

- Respondents are encouraged to submit written questions after the Conference by the date and time listed in section 5.1 Key Event Dates. The University will prepare written responses to all written questions submitted and make them available to all Respondents. The questions and answers will be made part of the solicitation and may become part of the contract with the Contractor.

Oral answers given at the conference are not binding.

5.5 Preparation of Offers

Respondent is expected to follow all specifications, terms, conditions, and instructions in this Request for Proposal.

Respondent will furnish all information required by this solicitation.

Proposals should be prepared simply and economically, providing a description of the Respondent’s capabilities to satisfy the requirements of the solicitation. Emphasis should be on completeness and clarity of content. All documentation submitted with the proposal should be submitted in a single volume except as otherwise specified.

An electronic version of University’s General Terms and Conditions and Instructions to Respondents are available through The University of Alabama Purchasing website:

https://finance-estus.fa.ua.edu/financepub/procpub/Purchasing/General_Terms_and_Conditions.pdf

https://finance-estus.fa.ua.edu/financepub/procpub/Purchasing/instructions-to-bidders.pdf

In the event of any conflict between any provision of this RFP and any provision of the above referenced General Terms and Conditions and Instructions to Bidders, the provisions of this RFP will control and shall be contracting and binding on the parties.

5.6 Proposed Deviations from the Request for Proposal

The stated requirements appearing elsewhere in this RFP shall become a part of the terms and conditions of any resulting contract. Any deviations there from must be specifically defined in accordance with the Transmittal Letter, Section 6.3 (d). If accepted by the University, the deviations shall become part of the contract, but such deviations must not be in conflict with the basic nature of this RFP.

Note: Respondents shall not submit their standard terms and conditions as exceptions to the RFP Terms and Conditions. Each exception to a University term and condition shall be individually addressed.

5.7 Proposal Submission and Deadline

Respondent must provide one (1) original proposal, five (5) printed copies of the proposal and one (1) jump drive of each proposal in a sealed cover, prior to 2:00 P.M. CST on date as specified in Section 5.1 Key Event Dates and addressed to the Purchasing Officer as listed Section 5.3 Respondent Communication. The Purchasing Department accepts deliveries Monday – Friday, 8:00 AM – 4:45 PM.
Respondents must retain a copy of their proposal for their records and use.

**Note:** Proposals received after the closing date and time will not be considered. In addition, proposals received via fax or emails are not acceptable.

Proposals shall be enclosed in sealed envelopes to the above referenced address and shall show the closing time and date specified, the solicitation number, and the name and address of the Respondent on the face of the envelope.

Due to imaging requirements, responses and additional data must not be permanently bound. Proposals may be stapled, in folders, three-ring binders or clipped. No shiny or slick paper.

Proposals shall be binding upon the Respondents for ninety (90) calendar days following the proposal opening date. Any proposal that shortens the acceptance period may be rejected by the University at its discretion.

5.8 **Addenda**

Any addenda or instructions issued by the Purchasing Department prior to the time for receiving proposals shall become a part of this RFP. Such addenda shall be acknowledged in the proposal. No instructions or changes shall be binding unless documented by a proper and duly issued addendum.

5.9 **Financial Statements**

A copy of Respondent’s audited financial statements for the previous three (3) accounting years detailing financial data shall be included in Respondent's response.

Confidential/proprietary information such as company's financial statements must be placed in a separate envelope and marked confidential. This information can only be kept confidential “to the extent permitted by law”. Co-mingling of confidential/proprietary information is NOT acceptable. The response is not confidential and is a matter of public record. Neither a proposal response in its entirety, nor proposed pricing will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

5.10 **Respondent Presentations**

All Respondents whose proposals are judged acceptable for award may be required to make a Respondent presentation to the evaluation committee.

5.11 **Disclosure of Respondent’s Response**

The Request for Proposal specifies the format, required information, and general content of proposals submitted in response to this RFP. The Purchasing Department will not disclose any portions of the proposals prior to contract award to anyone outside the Purchasing Department, the University’s administrative staff, representatives of the State or Federal Government, if required, and the members of the committee evaluating the proposals. After a contract is awarded in whole or in part, the University shall have the right to duplicate, use, or disclose all Proposal data submitted by Respondents in response to this RFP as a matter of public record.

Any submitted proposal shall remain a valid proposal for six (6) months after the proposal due date.

The University shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejection of the proposal will not affect this right.
5.12 Restrictions on Communications with University Staff

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

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

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

5.13 Cost of Preparing Proposal

Costs for developing the proposals and any subsequent activities prior to contract award are solely the responsibility of the Respondents. The University of Alabama will provide no reimbursement for such costs.

5.14 Disposition of Proposals

All proposals including reports, charts, displays, schedules, exhibits, or other documentation submitted by the Respondent become the property of the University. The successful proposal will be incorporated into the resulting contract by reference. All proposals are subject to an open records request.

5.15 Alternate Proposals

Respondents may submit alternate proposals. If more than one proposal is submitted, all must be complete (separate) and comply with the instructions set forth within this document. Each proposal will be evaluated on its own merits.

5.16 Oral Representation and Past Practice

Respondents should not base any portion of their proposal on any oral representations or actual/perceived past practices not specifically identified within this RFP or subsequent official addenda.

5.17 Section Titles in the RFP

Titles of paragraphs used herein are for the purpose of facilitating ease of reference only and shall not be construed to infer the construction of contractual language.

5.18 No Contingent Fees

No person or selling agency shall be employed, retained, or given anything of monetary value to solicit or secure this contract, except bona fide employees of the Respondent or bona fide established commercial or selling agencies maintained by the Respondent for the purpose of securing business. For breach or violation of this provision, the University shall have the right to reject the proposal, annul the contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

5.19 Proposals Addenda and Rules for Withdrawal

Prior to the date specified for receipt of offers, a submitted proposal may be withdrawn by submitting a written request for its withdrawal to the University Purchasing Department, signed by the Respondent. Unless requested by the University, the University will not accept revisions, or alterations to proposals after the proposal due date.
5.20 *Errors/Omissions*

The University of Alabama is not liable for any errors, omissions or misinterpretations in responding to the RFP.

5.21 *Contractor Cooperation in Related Efforts*

The University reserves the right to undertake or award other contracts for additional or related work to other entities. The Contractor shall fully cooperate with such other Contractors and University employees and carefully fit its work to such additional work. The Contractor shall not commit or permit any act, which will interfere with the performance of work by any other Contractor or by University employees. This clause shall be included in the contracts of all Contractors with whom this Contractor will be required to cooperate. The University shall equitably enforce this clause to all Contractors, to prevent the imposition of unreasonable burdens on any Contractor.

5.22 *Entire Agreement*

The Request for Proposal (RFP) and any subsequent addenda issued by the Purchasing Department shall be incorporated into any resulting Contract. The resulting contract, including the RFP and those portions of the Respondent’s response accepted by the University shall be the entire agreement between the parties.

5.23 *Governing Law*

Contractor shall conform to and observe all laws, ordinances, rules and regulations of the United States of America, the State of Alabama, and all other local governments, public authorities, boards or offices relating to products and/or services provided, the Property or the improvements upon same, or the use thereof, and will not permit the same to be used for any illegal or immoral purposes, business or occupation. The Contract shall be governed by Alabama law without regard to its conflict of law provisions.

The University does not consent to binding arbitration. Exclusive jurisdiction and venue of any claims which are not barred by immunity, nor required to be filed before the State Board of Adjustment, shall lie in the United States District Court for the Northern District of Alabama, Western Division (Tuscaloosa), or the Circuit Court of Tuscaloosa County, Alabama

5.24 *Taxes*

Contractor shall bill and collect sales taxes, if applicable, on all services for which Contractor collects revenue from customers. Contractor at its sole cost and expense shall obtain all licenses, permits, or other permissions required or applicable to the services and activities required by the Contract. Contractor shall be responsible for its city, county, state or federal income taxes including any tax burdens or benefits arising from its operations hereunder. This provision shall survive termination of the Agreement.

5.25 *Reports and Auditing*

The University or the University's designated representative shall have the right to conduct quality audits of Contractor operations throughout the term of this contract. The results of said quality audit shall be shared with Contractor and used for setting operating and financial goals.

Contractor providing financial services under any Contract shall maintain accurate accounting records for all services provided there under, and shall retain all such records for a period of at least seven (7) years following termination of the Contract. Upon providing a ten (10) calendar day notice and during normal business hours the University, or any of its duly authorized representatives, shall have access to and the right to audit any records or documents pertaining to the Contract. It is expected that a room with a table and chairs along with requested records will be made available to the auditors. The University of Alabama will not be responsible for any expenses you incur as a result of such audit. The University’s audit rights shall extend throughout the term of the Contract and for a period of at least seven (7) years thereafter.
Contractor shall submit (if requested) operating statements to the University for each Accounting Period and maintain books and records in accordance with generally accepted accounting principles.

5.26 Termination for Convenience

The University of Alabama, Purchasing Department, reserves the right to terminate the resulting contract without cause with a thirty (30) day written notice. Upon receipt by the Contractor of “notice of termination”, the Contractor shall discontinue all services with respect to the applicable contract. The cost of any agreed upon services provided by the Contractor will be calculated at the agreed upon rate prior to “notice of termination” and a fixed fee contract will be pro-rated (as appropriate).

5.27 Prime Contractor Responsibility

Any contracts that may result from the RFP shall specify that the Contractor or Contractors is (are) solely responsible for fulfillment of the contract with the University. In the event of a strike by vehicle drivers, mechanics, or other Contractor employees, Contractor shall continue to provide service by sub-contracting or leasing from another carrier or any other available method. The same shall prevail if a significant number of vehicles are declared inoperable, destroyed by fire or vandals or any other equipment failure that results in the Contractor not being able to fulfill the obligations of the Agreement. Any failure for any reason to substantially perform is cause for immediate termination or suspension of the Agreement in whole or in part at the discretion of the University.

5.28 Assignment

Contractor(s) shall not assign the contract in whole or in part without the prior written consent of the University. Any attempted assignment shall be void.

5.29 Premises, Equipment and Maintenance

Premises and Equipment

Contractor shall take reasonable and proper care of any Premises, fixtures and equipment furnished to the Contractor by the University and return them to University at termination of the Agreement.

Any modifications to the existing Premises must receive written authorization from the Assistant Vice President for Construction and be in compliance with all applicable State and Federal codes as well as University policies.

Condition of Premises and Equipment

Premises and equipment provided by University for Contractor use shall be in good condition and maintained by University to ensure compliance with applicable laws concerning building conditions, sanitation, safety and health (including, without limitation, OSHA regulations). University agrees that any modifications or alterations to the workplace or the Premises (whether structural or non-structural) necessary to comply with any statute or governmental regulation shall be the responsibility of University and shall be at the University's expense. This provision shall survive the termination of this Agreement.

Utilities, Sanitation and Janitorial Service

The responsibilities of the parties with respect to the usual and customary cleaning and sanitation of the Premises shall be as follows:

Contractor’s Responsibilities:

Contractor shall be responsible for housekeeping and sanitation in kitchens, prep rooms, bar areas, pantries and assigned storage areas. When Contractor provide services in non-Premise locations, Contractor shall be responsible for cleanup of service areas. During operating hours, Contractor shall continuously clean area as per standard health sanitation requirements.
University's Responsibilities:

University will provide electricity, phone lines, internet service connection to contractors own private provider network, gas, sewer, water, and trash removal for Premises. University will not be held responsible for any disruption of utility services beyond University's control, including but not limited to, Acts of God, accidents, or repairs. University shall be responsible for housekeeping and sanitation in customer traffic areas and the cleaning of all floors, windows, walls, ceilings, ceiling fixtures, drapes, fixtures, air ducts and hood vent systems (per local ordinance). University shall provide and maintain adequate fire extinguishing equipment for the Premises, and pest control. University shall be responsible for any costs involved in setting up and cleaning the Premises for functions not managed by Contractor.

Maintenance of Premises and Equipment

University shall provide maintenance personnel and outside maintenance services, parts and supplies required to maintain the Premises and University-owned equipment at the University's expense. Equipment repairs by vendor other than the Contractor require a purchase order, in advance of the repair. Repairs over $15,000 are subject to the State of Alabama bid law. When any maintenance or repair is due to Contractor or Contractor's employee negligence, University shall bill Contractor for the expense.

5.30 Employees

Personnel Obligations

Each party hereto shall be solely responsible for all personnel actions regarding employees on its respective payroll. Each party shall withhold all applicable federal, state and local employment taxes and payroll insurance with respect to its employees, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees and workers' compensation costs and shall file all required documents and forms.

Background checks/drug testing

Contractor shall conduct a thorough background check on all employees providing service to the University, which shall include drug testing.

Employee Conduct

Contractor employees must conduct themselves at all times in a pleasant, courteous manner toward the public, providing excellent customer service and keeping noise to a minimum. Operations shall be conducted in an orderly and proper manner so as not to annoy, disturb, or be offensive to others. Contractor employees shall do all things reasonably necessary or required by the University and its designated representatives to maintain the highest standard of quality and management for the operations outlined within the contract.

Contractor and its employees will comply with all applicable ethical standards.

Contractor employees will eat in designated areas as indicated by the University. Contractor employees should only eat in designated areas on the University campus when they are on break or during their designated lunch time.

Contractor Personnel Responsibilities

Contractor shall be responsible for the acts of its employees and agents while performing services for The University of Alabama. Accordingly, Contractor agrees to take all necessary measures to prevent injury and loss to persons or property while on the University's premises. Contractor shall be responsible for all damages to persons or property on and off campus caused solely or partially
by the Contractor or any of its agents or employees. The University may choose to repair any
damage that it or its employees or agents may cause to the University's premises or equipment.

When the University makes a repair to such damage, the Contractor shall reimburse the University
promptly for the cost of the repair.

Contractor must provide The University of Alabama with a written procedure on how the Contractor
handles personnel complaints. The Contractor’s supervisors upon notification by The University of
Alabama will handle any complaint, deemed by The University of Alabama to be of serious nature.
Contractor’s supervisors will provide a written response of the outcome of the complaint to The
University of Alabama within a reasonable amount of time.

The University shall have the right to review and advise Contractor, in writing, regarding the
employment and retention of Contractor’s personnel for the implementation of this Agreement. The
Contractor acknowledges that it has sufficient personnel to transfer to the University on an as-
needed basis to fulfill the obligations of this agreement. Notwithstanding the above, the University
may submit written requests to remove or reassign personnel for good cause and Contractor shall
comply. As well, Contractor must have standard documented disciplinary procedure.

Smoke-Free Campus Environment

Smoking is prohibited at all times and at all locations on The University of Alabama campus,
including University-owned and leased facilities, properties, and grounds. Please review the
University’s policy: http://policies.ua.edu/NonSmoking%20Policy%20final.pdf

5.31 Customer Surveys after Contract Award

The University or its agents will administer surveys to constituents as needed. Survey results will be
shared with the Contractor when available.

5.32 Advertisement of Service

Contractor will be responsible for advertising products and/or services to the University campus.
Advertisement must be reviewed by the University Purchasing Department and approved prior to
distribution (paper or electronic). All costs will be at the Contractor’s expense.

5.33 Parking

Contractor’s full-time and part-time staff members will be required to purchase a faculty and staff
parking permit. Permits are available through Transportation Services located in Student Services
Center, Room 103, Monday – Friday, 7:45 a.m. until 4:30 p.m. Contractor vehicles must be
identified with the selected Contractor company name and parked in designated areas and in
accordance with established campus parking regulations. The University will provide the Contractor
with a reasonable amount of game day parking passes with the understanding that availability is
extremely limited.

5.34 Credentials

The University will provide the Contractor with necessary credentials for employees to enter the
athletic facilities on game days. Contractor is required to secure and manage the issued credentials
and immediately collect them from any non-returning employees.

5.35 Building Access Cards and Facility Keys

Contractor will receive permission to purchase Action Cards that will be programmed with access
to the appropriate areas for essential employees. Contractor will also be issued necessary keys to
properly service the Facilities. All card access and key requests must be submitted to the
Hospitality Staff for review and approval. Contractor is required to immediately notify the Hospitality
Staff of any terminated employees in order to have access permissions removed and all keys must
be returned to the owner.
5.36 **Patents, Copyrights and Trademarks**

Contractor shall protect the University from all damages or liability arising from alleged infringements of patents, copyrights or trademarks.

5.37 **University Visual Identity**

Contractor must adhere to all University of Alabama Visual Identity Guide. University Visual Guide is maintained by the University Public Relations Department and can be viewed at http://visualid.ua.edu/.

5.38 **Supplier License**

Any contractor providing products to the University that includes a University logo or insignia must obtain an Internal Campus Supplier License from Collegiate Licensing. For information regarding how to obtain an Internal Campus Supplier License, please go to the University of Alabama Licensing Division website: http://www.rolltide.com/licensing/home.html.

5.39 **Availability of Funds**

All terms and conditions of the contract are contingent upon the availability of funds and the University reserves the right to increase or decrease service as conditions and availability of funds dictate. Contract may be cancelled without further obligation on the part of The University of Alabama in the event that sufficient, appropriated funding is unavailable to assure full performance of its terms. The Contractor shall be notified in writing of such non-appropriation at the earliest opportunity.

5.40 **Non-Exclusive Contract**

The contract resulting from this RFP is a non-exclusive and contractor acknowledges that nothing in this contract shall prohibit the University from entering into contracts similar to this one for other areas of the University.

5.41 **PCI Compliance/Safeguarding Obligations**

If the Contractor accepts credit cards for special event catering, the Contractor agrees to comply with all applicable Payment Card Industry Data Security Standards (“PCI Standards”), and Contractor shall defend and hold The Board of Trustees of The University of Alabama, The Crimson Tide Foundation, its designated representatives, and their officers, directors, agents, and employees, harmless from all claims, liabilities, damages, or judgments involving a third party, including costs and attorney fees, which arise as a result of a Contractor’s failure to meet any of its obligations under such PCI Standards. Contractor shall fully cooperate with the University in all reasonable requests related to PCI Standards compliance. Contractors shall submit a copy of its certification of PCI compliance.

To the extent the contract which may be awarded by this RFP will allow the Contractor to have access to customer information, as that term is defined in 16 C.F.R. §314.2(b), which is required to be protected under the Gramm-Leach-Bliley Act (15 U.S.C. §6801-6809) as well as credit card information received in the course of business by the University, then the Contractor agrees to comply with and adhere to the terms and provisions described in General Terms and Conditions No. 37 which shall form a material part of the awarded contract.

Safeguarding Rules of the Gramm-Leach-Bliley Act may be viewed: http://www.purchasing.ua.edu/purchbidinfo.html. Click on: General Terms and Conditions, No. 37
5.42 **Insurance**

See Appendix - Insurance Requirements

The successful Respondent shall provide the University Purchasing Department a certificate of insurance listing the required types of insurance and minimum liabilities specified in the Appendix - Insurance Requirements.

The certificate must be received by The University of Alabama Purchasing Department within three (3) days of request and prior to a purchase order or contract being issued. The certificate verifying coverage for each contract year must be presented to the University prior to the start of each contract year.

The University reserves the right to terminate any resulting contract, if the Respondent fails to keep these policies in force for the above amounts or for the duration of the contract period.

The umbrella policy must be listed on the insurance certificate with an explanation of the coverage. The certificate must also list the Liquor Liability Coverage.

5.43 **Child Protection Policy**

In order to ensure the safety and well-being of children, vendors and their employees, representatives or volunteers that contract for use of University facilities, with responsibilities that involve interaction with children must carefully review and abide by the following policy regarding abuse. The attached form (Appendix – Child Protection Addendum To Contract) must be completed and signed prior to award of this contract.

5.44 **Non-disclosure Agreement**

The successful contractor will be required to sign a non-disclosure agreement (to be completed after award of RFP). See Appendix – Non Disclosure Agreement

5.45 **State Of Alabama Immigration Law Compliance**

Contractor must provide written certification they are in compliance with Section 9 of the Immigration Law (Act 2011-535) by submitting 1) the Certification of Compliance or 2) successful bidder’s one-page E-verify Employment Eligibility Verification form.

5.46 **ABC Board License**

The University will expect the Contractor to obtain and maintain the necessary Alabama Alcohol Beverage license for beer, wine and liquor sales with guidance from the Colonnade Group and the University, and within the premium areas of Sewell-Thomas Stadium only – the Suites, First Base Club and Home Plate Club. Contractor must adhere to all state and local laws to ensure the safe sale of alcohol and retention of the license. Alcohol will not be served by the University or its Contractors in any area within Bryant-Denny Stadium or Coleman Coliseum prior to, during, or after athletic events.

Contractor must provide proof that they have acquired the necessary ABC license by January 1 of each contract year. Contractor must display its license in the venue as required by the ABC Control Board. Service personnel who will be serving alcoholic beverages must be trained in accordance with the Alabama Alcohol Beverage Control Board Responsible Vendor Program.
6.0 PROPOSAL FORMAT AND CONTENT

6.1 Proposal Information and Criteria

The following list specifies the items to be addressed in the proposal. Respondents should read it carefully and address it completely and in the order listed to facilitate the University's review of the proposal.

Proposals shall be organized into the sections identified below. The content of each section is detailed in the following pages. It is strongly suggested that Respondents use the same numbers for the following content as are used in the RFP.

- Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form (Cover Sheet).
- Transmittal Letter
- Executive Summary and Proposal Overview
- Criteria 1 - Respondent Qualifications
- Criteria 2 - Services Defined
- Criteria 3 - Financial Proposal
- Criteria 4 - Evidence of Successful Performance and Implementation Schedule
- Criteria 5 - Other Additional Information
- Criteria 6 – Attachments to be included with proposal
- Appendix - Insurance Requirements
- Appendix – Child Protection Addendum to Contract
- Appendix - Non-Disclosure Agreement
- Appendix – Certification of Compliance with Immigration Law
- Appendix – E-Verify
- Appendix – Disclosure Statement

Please note: All Appendices require a response as specified in each. All Attachments are for informational purposes only.

6.2 Signed Authentication of Proposal and Statements of Non-Collusion and Non-Conflict of Interest Form

Respondent shall sign and return the proposal cover sheet and print or type her/his name, firm, address, telephone number and date. The person signing the offer must initial erasures or other changes. An offer signed by an agent is to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the Purchasing Department. The signer shall further certify that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud, and that, the signer is authorized to bind the principal Respondent.

6.3 Transmittal Letter

The Transmittal Letter accompanying the RFP shall be in the form of a standard business letter and shall be signed by an individual authorized to legally bind the Respondent. It shall include:

1. A statement referencing all addenda and written questions, the answers and any clarifications to this RFP issued by the University and received by the Respondent. If no addenda have been received, a statement to that effect should be included.

2. A statement that the Respondent’s proposal shall remain valid for six (6) months after the closing date of the receipt of the proposals. Failure to comply may eliminate the Respondent’s proposal.

3. A statement that the Respondent will accept financial responsibility for all travel expenses incurred for oral presentations (if required), candidate interviews and/or a presentation of proposed menu items for a taste test.
4. A statement that summarizes any deviations or exceptions to the RFP requirements and includes a detailed justification for the deviation or exception.

5. A statement that identifies the Confidential Information such as Financial Statements

6. A statement of compliance with all requirements of the RFP specifications

7. Provide a copy of your software EULA, if applicable.

Note: Respondents shall not submit your standard terms and conditions as exceptions to the RFP Terms and Conditions. Each exception to a University term and condition shall be individually addressed.

6.4 Executive Summary and Proposal Overview

The Executive Summary and Proposal Overview shall condense and highlight the contents of the technical proposal in such a way as to provide the evaluation committee with a broad understanding of the entire proposal.

6.5 Criteria 1 - Respondent Qualifications

The purpose of the Respondent Qualifications section is to determine the ability of the Respondent to perform the requirements of this Request for Proposal. Respondents must describe and offer evidence of their ability to meet each of the qualifications listed below.

1. Respondent must provide, in writing, a statement that the Respondent has been regularly and continually engaged in business for a minimum three (3) years engaging in furnishing, delivering, servicing, repairing and installing, equipment, goods, or services required in this Solicitation. Also, as stated in 5.9 Financial Statement, Respondent should submit copies of Respondent’s audited financial statements for the previous three (3) accounting years detailing financial data.

2. In lieu of the minimum number of years in business, a performance bond may be submitted in the amount of one hundred (100%) percent of the Contract price, if required. This bond will be used to secure the completion of the project should the successful Respondent default for any reason. Each Respondent required to provide a bond, shall submit a letter from a bonding agent licensed to do business in the State of Alabama stating that if the bidding company is the successful Respondent, said bonding agent will furnish a 100% performance and payment bond covering and including products and service for the duration of the Contract period. Said bond shall be subject to the approval and acceptance of The University of Alabama. The bond must be furnished to the University Purchasing Department within forty-eight (48) hours after receipt of the purchase order. The premium of the bond shall be paid by the successful Respondent. Failure to provide the bond letter or bond may eliminate your bid from consideration in the bid award.

3. Respondent’s proposal shall provide evidence of technical experience, facilities, organization, and support staff that will be assigned to the University to provide the products and services outlined within the RFP specifications.

4. Respondent shall provide an organizational chart and proposed management team for this account.

5. Respondent shall provide a statement of compliance with all requirements of the RFP specifications.

6. Respondent shall provide a statement of compliance in regards to obtaining and maintaining the necessary Alabama Alcohol Beverage license for beer, wine and liquor sales within the premium areas of Sewell-Thomas Stadium if awarded the contract. Proof of the necessary ABC license must be submitted to the University by January 1 of each contract year.
7. Respondent shall provide the company’s legal name, corporate officers, national and regional office addresses, phone and fax numbers.

8. Respondent shall provide the names, positions and resumes that outline the experience of the company representatives that will have on-site responsibility for the food and beverage catering operations during events held in the specified venues. Respondent shall also provide a staffing chart for each catering venue. The University will assume the number of catering employees proposed for each venue will be adhered to unless the University approves otherwise in writing for each event.

9. Respondent shall provide information related to Respondent’s size and financial stability.

10. Respondent shall provide a brief history of the company and any affiliation that you have with other companies including industry strategic and/or certified partnerships and the nature and duration of each relationship.

6.6 **Criteria 2 – Product/Services Defined**

Respondents are expected to review product and service requirements in Section 4.0 and describe in detail how Respondent will fulfill these requirements including, but not limited to products and services to be provided and personnel to be assigned to the University. **Respondent must meet or exceed all the required specifications in section 4.0 to be considered in the RFP award process.**

1. **Respondent Compliance**

   If a respondent plans to utilize a subcontractor(s) to fulfill any portion of the responsibilities outlined within the RFP, each subcontractor must be identified and the qualifications of each firm must be outlined within the proposal submitted. The exact role the subcontractor(s) is to play in the performance of the Contract that may result from this RFP should also be detailed within the proposal. Contractor must provide its employees and those of its subcontractor(s) with proper instructions and training in customer relations as well as the functional job requirements. All Contractor employees are to fully understand that their primary responsibility is to provide service to the customer. The vending equipment is simply a vehicle used to provide this service.

   Proposals will be considered only from companies that can prove to the University that they are capable of fulfilling the requirements of the RFP by efficiently and professionally managing multiple catering events in one or more facilities simultaneously. The burden is on each respondent to submit proof of its qualifications and the quality of the product and services that it is offering if its proposal is to be considered by the University. Of particular interest will be the Respondents’ experiences in providing the specified services within athletic arenas similar to those outlined within this RFP. The subcontractor must be willing to comply with the Immigration Law. If a respondent plans a joint venture with another company, the respondent should so state and fully describe the role and capabilities of each company involved in the joint venture.

   The requirements should be answered in the order in which they are listed and followed by the responses to the questions listed below. References to websites, URLs, or documents not included in the Proposal are not acceptable responses. Any additional detail or information you wish to be included, which is not required should be included in Additional Information.

2. **Products and Services**

   Respondents shall include with the proposal a detailed description of the following items. The information provided for each item will be evaluated by the University and will be a consideration in the award of the contract:

   1. Clearly and completely describe the proposal you are offering to the University, including detailed specifications, as well as detailed specifications of any additional offerings that are included in the price of the catering service.
2. Complete Attachment A, Pricing Summary Form, which addresses the proposed base price per person venue for catering services provided in the respective areas.

3. Include proposed menus with a detailed description of three (3) minimum/base menu offerings (including portion sizes and all inclusive per meal prices) for each of the 9 catering venues indicated on Attachment A. It is recommended that one of the menus for each venue in Bryant-Denny Stadium be designed for an 11 a.m. kickoff. The University requests that proposals also include a skybox “additional ordering” menu for skybox holders at Bryant-Denny and Sewell-Thomas to order additional or upscale menu items before and/or during each game at an additional charge.

4. List and describe any enhancements to the food and beverage requirements stated within the RFP specifications, including any branded food and/or signature concepts that the Respondent proposes to implement in the various catering operations. Also a description of how the Respondent intends to accommodate special dietary restrictions for each venue.

5. Describe the training that each group will receive to perform catering services during events held in the designated venues, and a copy of the policy manual used by the organization for the management of food and beverage catering operations.

6. Provide photos of the uniforms that are proposed for all catering staff to wear during events held in the specified catering venues.

7. List and describe the food and beverage catering equipment that the Respondent will provide to support the catering activities within the respective catering venues. The provision and maintenance of such equipment will be the sole responsibility of the successful contractor.

8. Submit a written & visual description of presentation enhancements, to include service ware, tables, buffet décor, etc. to add visual interest to the catering experience in all designated areas.

9. Provide a detailed description of the food service logistics. Describe the process that the Respondent will use to prepare, deliver, and serve food and beverages in each catering venue. Identify where any food will be prepared off-site, if applicable, the type of holding equipment to be utilized in those instances, the timing for deliveries of the food products, and the holding process that will be employed at the specified catering venues during events. Respondent should also include a description of the communication system that will be used by their game day management staff to ensure adequate re-supply of food and beverage products in a timely manner. Additionally, a plan of action (for each side of Bryant-Denny Stadium) should be included that outlines the alternative delivery procedures in the event of a service elevator outage during peak food delivery times.

10. If Respondent has successfully used software that provided an electronic ordering system and/or inventory management, provide information (to include screenshots, if available) of the use of the system. Describe any intent to utilize the system for game day catering operations for the designated areas.

11. Describe the measures that will be taken to adhere to University, city, county, and state health & safety requirements, and how those efforts will be achieved while maintaining food quality and presentation.

12. Respondent should identify any steps it may take to support recycling programs of the University and its designated representatives.

6.7 Criteria 3 – Financial Proposal

1. The Financial Summary shall contain the complete financial offer made in terms of a payment to the University fully describing all aspects of the proposal. Describe in detail the financial proposal you are offering the University for the services to be provided in Section 4.0. All costs
associated with the RFP for which the University is responsible must be included. The University of Alabama requires a minimum contribution from the successful contractor of $350,000.00 upon execution of the contract. The successful contractor will also be required to pay $10,000 on July 1st of each year of the contract beginning 2016 to help with equipment maintenance.

Should The University of Alabama terminate the contract that results from this RFP prior to June 30, 2020, the successful contractor will be reimbursed a pro rata share of the above financial contribution based upon a straight line depreciation of the contribution from July 1, 2015 through June 30, 2020.

2. The financial contribution to be paid to the University should equal to a portion of the value of the kitchen equipment (see Pricing Summary Form, Attachment A). The financial offer will offset a portion of the food service equipment costs (to include maintenance) for the kitchen and pantries within the Facilities to support the premium seating areas. Respondents to the RFP should carefully review Attachment D which lists the kitchen equipment that the University has purchased and intends to purchase for the kitchens and pantries in the Facilities. The title to the food service equipment will reside with The University of Alabama even though the Contractor will be making a cash contribution to offset its cost.

3. Respondents should be creative in presenting various alternatives for providing services at the least possible cost to the University. The University will select the financial option that best meets the overall needs of faculty, staff, and students.

6.8 Criteria 4- Evidence of Successful Performance and Implementation Schedule

1. Respondent shall provide at least five (5) business references, preferably from the management of other higher education customers and other athletic facilities or organizations for whom the Respondent has provided products and services similar to those outlined within the RFP specifications. The Respondent must grant permission to the University to contact the references. If prior permission is required of, the Reference in order to provide this information the vendor must obtain permission to include this information with the proposal. For each reference, include:

   - Company Name
   - Principal in charge
   - Address, phone number and email addresses of the Reference
   - Type of facility
   - Length of time services have been used
   - Size and brief description of work performed

2. Provide references to or attach copies of any unsolicited industry press, which demonstrate your firm’s commitment to continuous product development, and a proven record of accomplishment of customer satisfaction. This information may include but is not limited to trade publication articles, third party reviews, awards, citations, case studies, or benchmark reviews by research organizations.

3. Respondent shall provide an implementation and transition schedule for the proposal submitted, when relevant to the RFP project.

6.9 Criteria 5- Other Additional Information

1. Please provide any additional information that the Respondent feels should be considered when evaluating their proposal.

2. Respondent may present any creative approaches that might be appropriate. The Respondent may also provide supporting documentation that would be pertinent to this RFP.
6.10 Criteria 6 – Attachments Included with Response

- Certificate of PCI Compliance (if you are collecting credit card payments for the University from individuals that are paying the University)
- Insurance certificate
- Certificate of Compliance or E-Verify document
- Disclosure Statement
- EULA, contract, etc.
7.0 PROPOSAL EVALUATION PROCESS AND AWARD

7.1 Proposal Evaluation Criteria

The criteria to be used for evaluating proposals include, but are not limited to the following. Each of these criteria is addressed elsewhere in the RFP document and shall be addressed under the relative RFP specification number.

- Qualifications, experience and past performance of Respondent as determined by Respondent's background information and references.
- Ability to meet specifications as described herein, compliance with terms and conditions.
- Responses to questions found throughout the RFP
- Proposed per person prices submitted for each venue as well as the proposed financial contribution
- Creativity, variety, acceptability of the food and beverage product and presentation concepts. Respondents are strongly encouraged to provide food and beverage offerings that exceed the minimum requirements stated within the RFP specifications.
- The type, quality and quantity of food and beverage handling equipment that will be provided by the Respondent to implement the proposed food and beverage catering concepts
- Respondent's facilities, technical experience, organization, and support staff that will be assigned to the University to provide the products and services outlined within the RFP specifications.
- The size and capability of the Respondent's permanent support staff that will be dedicated to support the catering operations, and the plans to recruit and train event staff.
- The creativity, comprehensiveness, and compliance with steps and procedures utilized in the completion and submission of the detailed proposal.
- Additional financial considerations and terms of proposal financial stability
- Oral Presentation (May or may not be needed)

7.2 Evaluation Process

The University intends to award this contract to the Respondent submitting the best overall proposal based on an evaluation of all qualified proposal responses. Enhancements to the minimum requirements will be strongly encouraged. Respondent bears sole responsibility for the items included or not included in the response submitted. Exceptions to the terms and specifications contained within this request may result in disqualification.

If required, Proposers will be selected for detailed review and evaluation, including oral presentation and/or presentation of proposed menu items for a taste test. The University reserves the right to be the sole judge as to the overall acceptability of any proposal and compliance with the specifications/requirements of this RFP.

The University shall make such investigation, as it deems necessary to determine the ability of the Respondent to provide the specified service, equipment and/or perform the requirements of this contract in an excellent manner.

The University of Alabama reserves the right to accept in whole or in part the proposal or reject any or all proposal responses received as a result of this Request for Proposal and to waive any
informalities in the evaluation award process, whichever it deems, in its sole discretion, to be in the best interest of the University.

A waiver of a requirement is at the University’s option and if granted, will be granted to all Respondents. Additionally, the changing of any specification within this RFP will be provided to all Respondents equally.

Any award made based on responses to this Request for Proposal is contingent upon available funding. A pre-award conference will be held with the contract Respondent(s) prior to the final award being made.

7.3 Competitive Negotiation

After all qualified proposals that are submitted have been evaluated, the University will negotiate with the Respondent(s) that the University feels has provided the most attractive proposal(s).

All Respondents should note that the University reserves the right to request necessary modifications, accept or reject any or all proposals submitted and to make a contract award to the Respondent that the University determines, in its sole discretion, has provided the proposal that best meets the University’s needs. The University also reserves the right to waive informalities in the proposal’s evaluation process. All responders should review carefully the RFP requirements and develop a proposal that, at a minimum, meets the expectations outlined herein.

Respondent(s) selected to participate in negotiations may be given an opportunity to submit a Best and Final offer to the Purchasing Department. All information-received prior to the cut-off time will be considered part of the Respondent’s Best and Final offer.

The University also reserves the right to waive minor technicalities or irregularities in proposals providing such action is in the best interest of the University. Such waiver shall in no way modify the RFP requirements or excuse the Respondent from full compliance with the RFP specifications and other contract requirements if the Respondent is awarded the contract.

7.4 Appearance Before Committee

Any, all or no Respondents may be requested to appear before the evaluation committee to explain their proposal and/or to respond to questions from the committee concerning the proposal. Respondent(s) are prohibited from electronically recording these meetings. The committee reserves the right to request additional information.

7.5 Acceptance or Rejection and Award of Proposal

The University reserves the right to accept or reject any or all proposals, or part of proposals, to waive any informalities, technicalities, clarify any ambiguities in proposals, and unless otherwise specified to accept any item in the proposal. In case of error in extension of prices or other errors in calculation, the unit price shall govern.

7.6 Additions, Deletions or Contract Changes

The University reserves the right to add, delete, or change related items or services to the contract established from this Request for Proposal. No modification or change of any provision in the resulting contract shall be made, unless such modification is mutually agreed to in writing by the Contractor and the Director of Purchasing, and incorporated as a written modification to the contract. Memoranda of understanding and correspondence shall not be interpreted as a modification to the contract.
7.7 Rejection

Grounds for the rejection of proposals include, but shall not be limited to:

1. Failure of a proposal to conform to the essential requirements of the Request for Proposal.

2. Imposition of conditions that would significantly modify the terms and conditions of the solicitation or limit the Respondent’s liability to the University on the contract awarded on the basis of such solicitation.

3. Receipt of proposal received after the closing date and time specified in the RFP.
## ATTACHMENT A - PRICING SUMMARY FORM

<table>
<thead>
<tr>
<th>Locations</th>
<th>Recommended Pricing</th>
<th>Proposed Price Per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bryant-Denny Stadium</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skyboxes</td>
<td>$28 to $33 per person</td>
<td>$_________________________</td>
</tr>
<tr>
<td>The Zones</td>
<td>$23 to $27 per person</td>
<td>$_________________________</td>
</tr>
<tr>
<td>The Field Suites</td>
<td>$22 to $26 per person</td>
<td>$_________________________</td>
</tr>
<tr>
<td>The Stadium Club</td>
<td>$18 to $22 per person</td>
<td>$_________________________</td>
</tr>
<tr>
<td>The Ivory Club</td>
<td>$25 to $28 per person</td>
<td>$_________________________</td>
</tr>
<tr>
<td><strong>Coleman Coliseum Club Room</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>$18 to $20 per person</td>
<td>$_________________________</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>$12 to $13/adult; $8 to $9/child</td>
<td>$<strong><strong>; $</strong></strong> [adult;child]</td>
</tr>
<tr>
<td><strong>Sewell-Thomas Stadium Clubs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekday Games</td>
<td>$10 to $13 per person</td>
<td>$_________________________</td>
</tr>
<tr>
<td>Weekend Games</td>
<td>$13 to $17 per person</td>
<td>$_________________________</td>
</tr>
</tbody>
</table>

**Pricing must remain firm through the duration of the contract.**

The University of Alabama reserves the right to request additional pricing for those areas not specifically listed on the Pricing Summary Form and reserves the right to award the contract to more than one vendor if it is in the best interest of the University.
1. Attached are sample menus for one game/meet in each of the following areas during the respective 2014 seasons. The sample menus are intended to act as historical reference points only.
   a. Bryant-Denny Skyboxes
   b. The Zone
   c. The Field Suite
   d. The Stadium Club
   e. The Ivory Club
   f. Coleman Coliseum Club Room – Men’s Basketball
   g. Coleman Coliseum Club Room – Gymnastics

2. See RFP specifications for descriptions of the menus that are expected at a minimum from the successful contractor for each venue within the Facilities during the term of the contract.
ATTACHMENT B (cont’d)

SAMPLE MENU FOR THE SKYBOXES FOR ONE HOME FOOTBALL GAME DURING THE 2014 SEASON

2014 Price Point: $27.95/person
2014 Average Guarantee: 3880 patrons

Skybox holders had the choice of one of the following three menus options each game. Regardless of the menu choice, each skybox was set with a two pre-determined appetizers (i.e. hot dip and a cold fruit, vegetable crudités, cheese presentation), Coca-Cola canned soft drinks and bottled water, and halftime stadium dogs. A dessert showplace and coffee & hot tea presentation was available in the common areas of each skybox level.

OPTION I: CHEF’S SELECTION
- Herb Crusted Beef Tenderloin with rolls
- Crab Cakes with Cajun remoulade
- Flame Roasted Heirloom Potatoes
- Asparagus Wrapped in Prosciutto
- Chop House Salad

OPTION II: CREATE YOUR OWN
Choose 1:
- Low Country Shrimp Boil with Conecuh Sausage, Red Potatoes, and Corn on the Cob
- Dreamland Ribs with Bread & Sauce
- Hand Breaded Fried Chicken with Biscuits
- Pulled BBQ Pork and Smoked Chicken with Buns and White BBQ Sauce

Choose 2:
- Sirloin Sliders
- Buffalo Wings
- Fried Ravioli
- Warm Seafood Dip
- BBQ Rib Tips
- Fried Chicken Tenders
- Vegetable Spring Rolls
- White Cheddar Mac & Cheese
- BBQ Baked Beans
- Sautéed Green Beans

Choose 1:
- Wrap Duo featuring chicken Caesar and black & bleu steak wraps
- Football Party Sub Platter
- Gourmet Deviled Egg Sampler with jalapeno bacon, smoked salmon, and classic
- Mexican Seven Layer Dip
- Conecuh Sausage Platter with pimento cheese, pepper jelly, Wickles pickles, and crackers
- Gourmet Sandwich Platter
- Assorted Skewers: fruit, marinated vegetable, and antipasto
- Bacon Cups with blue cheese and candied pecans

Choose 2:
- Sour Cream Potato Salad
- Southern Style Cole Slaw
- Italian Antipasto Pasta Salad
- Classic Caesar Salad
- Mini Wedge Salad Platter
- Assorted Cheeseball Platter
- Grilled Asparagus, Heirloom Tomato, & Feta Salad
- Mediterranean Sampler with hummus, baba ganoush, and tzatziki with pita points

OPTION III: PARTY PACK
- Shrimp Cocktail Tray
- Pizzas
- Fried Chicken Tenders
- Hog (Pork) Wings
- Chicken Quesadillas
- Snack Mix
- Nachos (tortilla chips, Queso, and jalapenos)
SAMPLE MENU FOR THE ZONEs FOR ONE HOME FOOTBALL GAME DURING THE 2014 SEASON

2014 Price Point: $22.95/person
2014 Average Guarantee/Zone: 1685 (NZN); 1672 (SZN) patrons

SOUP, SALAD & SANDWICH BAR
Garden Salad Bar with Fresh Vegetables and Seasonal Fruits
Asian Noodle Salad
Snickers Caramel Apple Salad
Greek Panzanella Salad
BLT Chicken Salad
Herb Potato Salad
Brunswick Stew and Tomato Basil Bisque
Cuban Sandwiches and Muffalettas

CHEF STATION
Carvery of Polk Ham and Fire-Braised Turkey Breast
with assorted rolls & sauces

THE HOT SPOT
Buffalo Chicken Wings accompanied by Celery and Carrots served with Ranch & Bleu Cheese
Hot Crab Dip with Homemade Tortilla Chips
Squash Casserole

THE GRILL STATION
An attended station offering fresh Hamburgers, Pulled BBQ Chicken,
Hot Dogs, Stadium Dogs, Bratwursts, and Baked Beans

SNACKS
Fresh Popped Popcorn & Crimson Tide Trail Mix
Golden Flake Potato Chips & Dip
Nacho Bar featuring Queso Blanco, Taco Beef, Jalapeños, Salsa, Sour Cream, Shredded Lettuce

DESSERTS
Assorted Cookies & Brownies
Pecan Cobbler
Banana Pudding
Mississippi Mud Trifle
Blue Bell Ice Cream Novelties

BEVERAGES
Coca-Cola Fountain Drinks
Dasani Bottled Water
Red Diamond Freshly Brewed Sweetened & Unsweetened Tea
Freshly Brewed Regular and Decaf Red Diamond Coffee
Hot Chocolate
ATTACHMENT B (cont’d)

SAMPLE MENU FOR THE FIELD SUITES FOR ONE HOME FOOTBALL GAME DURING THE 2014 SEASON

2014 Price Point: $21.95/person
2014 Average Guarantee/FS: 158 (NFS); 365 (SFS) patrons

SALAD BAR
Garden Salad Bar
Veranda Salad
Fruit & Cheese Presentation

SIGNATURE SELECTION
Shrimp & Sausage Grits

THE HOT SPOT
Sweet Tea Fried Chicken with Honey Drizzle
Roasted Potato Wedges & Onion Crisps
Italian Meatballs with Peppers & Onions

FAN FAVORITES
Hamburgers, Hot Dogs, & Grilled Chicken Breasts
with warmed buns
(station is attended during the peak period prior to kickoff and at halftime)

SNACKS
Fresh Popped Popcorn, M&Ms, and Goldfish
Golden Flake Potato Chips
Nacho Bar with Cilantro Salsa, Queso, and Jalapenos

DESSERTS
Cookies & Brownies
Cookie & Cream Soufflés
Blue Bell Ice Cream Novelties
Assorted Candies

BEVERAGES
Coca-Cola Fountain Drinks
Dasani Bottled Water
Red Diamond Freshly Brewed Sweetened & Unsweetened Tea
Freshly Brewed Regular and Decaf Red Diamond Coffee
Hot Chocolate
SAMPLE MENU FOR THE STADIUM CLUB FOR ONE HOME FOOTBALL GAME DURING THE 2014 SEASON

2014 Price Point: $17.95/person
2014 Average Guarantee: 1000 patrons

**SALAD BAR**
- Garden Salad Bar with Fresh Vegetables and Seasonal Fruits
- Traditional Caesar Salad
- Marinated Vegetable Salad
- Loaded Potato Salad
- Southern Slaw

**SIGNATURE SELECTION**
- Pasta Bar featuring Vegetable Primavera & Grilled Chicken Pesto Alfredo with Garlic Breadstick Bites

**THE HOT SPOT**
- Carolina Style BBQ Pork
- Fried Green Beans
- Polk’s Jalapeño Sausage Bites with Peppers & Onions

**THE GRILL**
- Hamburgers, Brats, Hot Dogs, and Stadium Dogs served with a variety of toppings

**SNACKS**
- Fresh Popped Popcorn
- Crimson Tide Trail Mix
- Golden Flake Potato Chips & Dip
- Nachos

**DESSERTS**
- Assorted Cookies & Brownies
- Banana Pudding
- Apple Cobbler
- Blue Bell Ice Cream Novelties

**BEVERAGES**
- Coca-Cola Fountain Drinks
- Red Diamond Freshly Brewed Sweetened & Unsweetened Tea
- Freshly Brewed Regular and Decaf Red Diamond Coffee
- Hot Chocolate
ATTACHMENT B (cont’d)

SAMPLE MENU FOR THE IVORY CLUB FOR ONE HOME FOOTBALL GAME DURING THE 2014 SEASON

2014 Price Point: $27/person
2014 Guarantee per Game: 325 patrons

MAIN PRESENTATION
Served From Gate Opening until End of Game
Broccoli Salad
Oven Roasted Turkey and Country Ham
Cornbread Dressing with Gravy
Butter Sugar Snap Peas
Sweet Potato Casserole
Cheddar Biscuits
Winter Apple Crisp

Golden Flake Potato Chips
Salted & Unsalted Peanuts
Popcorn
Cookies & Brownies
Frozen Vanilla Yogurt* with Toppings
Blue Bell Ice Cream Novelties*
Coca-Cola Fountain Drinks and Bottled Water*
Sweetened & Unsweetened Ice Tea
Regular & Decaffeinated Coffee
Cappuccino

HALFTIME THROUGH END OF GAME
Stadium Dogs and a Build-Your-Own Hot Dog Bar
Beef Sliders with Toppings
Warm Queso & Salsa with Tortilla Chips
BLT Dip with Chips

*The items listed below were not included in the $27/person price point due to the fact that the University managed the costs directly. However, the new Contractor will be expected to provide these items in their proposed pricing:

- Rental of the frozen yogurt machine from an outside source
- Blue Bell Ice Cream Novelties
- Coca-Cola fountain product and bottled water
- Souvenir cups
ATTACHMENT B (cont’d)

SAMPLE MENU FOR THE COLISEUM CLUB ROOM FOR
ONE HOME MEN’S BASKETBALL GAME DURING THE 2014 SEASON

2013-14 Price Point: $17.50/person
2013-14 Average Guarantee: 360 patrons

SOUP & SALAD BAR
Garden Salad Bar & Fruit Presentation
New Orleans Style Gumbo with White Rice

APPETIZERS
Assorted Deli Wraps

CHEF STATION
Gourmet Mac & Cheese Station with Grilled Chicken, Diced Ham, Bacon Bits,
Shredded Cheese, Buffalo Sauce, Sautéed Onions & Mushrooms

THE HOT SPOT
Grilled Angus Steak Bites with Horseradish Sauce & Rolls
Fried Green Beans with Jalapeno Ranch
Roasted Potato Wedges

FAN FAVORITES
Hot Dogs, Hamburgers and Sausages with assorted toppings

SNACKS
Roll Tide Trail Mix, Fresh Popped Popcorn, Nachos with Jalapenos
Assorted Golden Flake Potato Chips

DESSERTS
Freshly Baked Cookies & Brownies
Peach Cobbler
Blue Bell Ice Cream Novelties

BEVERAGES
Coca-Cola Fountain Drinks
Red Diamond Freshly Brewed Sweetened & Unsweetened Tea
Freshly Brewed Regular and Decaf Red Diamond Coffee
Hot Chocolate
Hot Teas
ATTACHMENT B (cont’d)

SAMPLE MENU FOR THE COLISEUM CLUB ROOM FOR
ONE HOME GYMNASTICS MEET DURING THE 2014 SEASON

2013 Price Point: $12/adult; $8/child
2013 Average Guarantee: 360 adults/52 children

APPETIZERS
Buffalo Chicken Dip with Tortilla Chips
Fresh Fruit Presentation

SOUP & SALAD
Taco Soup
Garden Salad Bar with assorted toppings & dressings

ENTRÉE SELECTION
Penne Pasta Alfredo & Rigatoni Marinara
served with Italian Style Meatballs, Sausage, Grilled Chicken, Peppers & Onions

BALL PARK HOT DOG BAR
Hot Dog Station to include
chili, cheese, onion, kraut, relish, and various condiments

SNACKS
Freshly Popped Popcorn
Trail Mix
Golden Flake Potato Chips

SWEET TREATS
Assorted Cookies & Brownies
Banana Pudding
Blue Bell Ice Cream Novelties

BEVERAGES
Coca-Cola Fountain Drinks
Red Diamond Freshly Brewed Sweetened & Unsweetened Tea
Freshly Brewed Regular and Decaf Red Diamond Coffee
Hot Chocolate
Hot Teas
During the most recent respective seasons, The University of Alabama paid the caterers the following for game-related food and beverage services:

**Bryant-Denny Stadium**

**Skyboxes**

- **2014 Regular Season**
  - \( \text{Average of 3880 guests \times 7 home games \times $27.95} \)
  - Total: $759,260

- **2014 A-Day Game**
  - Total: ≈$23,100
  - Tickets provided: ≈3118
  - Stadium dogs and hot dogs, chips & dips, cookies & brownies, soft drinks, bottled water, and coffee

**The Zones**

- **2014 Regular Season**
  - \( \text{Average of 1680 guests \times 7 home games \times $22.95} \)
  - Total: $539,670

- **2014 A-Day Game**
  - Total: $26,500
  - Guarantee: 2650 \times $10
  - Stadium dogs and hot dogs, chips & dips, cookies & brownies, fountain drinks, tea, and coffee

**The Field Suites**

- **2014 Regular Season**
  - \( \text{Average of 262 guests \times 7 home games \times $21.95} \)
  - Total: $80,356

**The Stadium Club**

- **2014 Regular Season**
  - \( \text{Average of 1000 guests \times 7 home games \times $17.95} \)
  - Total: $125,757

**The Ivory Club**

- **2014 Regular Season**
  - \( \text{Guarantee of 325 guests \times 7 home games \times $27} \)
  - Total: $61,425

- **2014 A-Day Game**
  - Total: ≈$6,090
  - Tickets provided: ≈300
  - Pork sliders, chicken strips, flatbreads with chorizo & cheese, stadium dogs and hot dogs, chips & dip, cookies & brownies, popcorn, peanuts, soft drinks and coffee
Coliseum Club Room

2014 Gymnastics.................................................................................................................. $28,440
  • Average of 360 adults & 50 children x 6 meets @ $12/adults, $8/child

2013-14 Men’s Basketball .................................................................................................... $114,467
  • Average 363 guests x 18 games x $17.50/person

During the 2014 calendar year, the caterer was paid the following for additional food orders placed by Bryant-Denny Stadium skybox holders. Revenue from additional food orders will vary and are not guaranteed:

ADDITIONAL SKYBOX FOOD ORDERS

2014 Regular Season...........................................................................................................$108,868

2014 A-Day Game.............................................................................................................$4,580

SPECIAL EVENTS

• Caterers will have the opportunity to provide quotes for special events held in their respective areas.
• While the successful contractor will be the recommended caterer, they are not given exclusivity to special event catering.
• Revenue from special events will vary and is not guaranteed.
• Payment for special event catering is made between the renter and caterer, with all financial records being submitted to the University.
• A 12% royalty must be paid by the Contractor to the University for all non-University events.
• Contractor should seek approval to use the kitchen facilities/equipment for any off-site event (events not held in IA Facilities). Contractor is required to pay a 15% royalty of catering sales (before taxes) for any such approved events.
• All royalties must be paid on a monthly basis, accompanied by a report listing that month’s event(s).
• Outside caterers will not be allowed use of the main kitchens, unless specifically approved by the University.
• If the Contractor is presented with auxiliary catering opportunities scheduled for the week/day of a home football game, Contractor must seek approval from the Hospitality Staff prior to committing to provide those services.
• The information is based on special events catered in Bryant-Denny Stadium and Coleman Coliseum in 2014 by the current caterers, and is intended to act as a historical reference only:
  ▸ Approximate number of 2014 catered events: 230
  ▸ Approximate guest guarantee range: 10 guests – 1250 guests
  ▸ Approximate price per person range: $6 – $50
  ▸ Approximately $460,000 in generated revenue
ATTACHMENT D

Kitchen Equipment Provided for Caterer's Use by The University of Alabama to Support the Designated Catering Areas in the Facilities

I. BDS East Kitchen and Pantries:
   • East Kitchen
     o Dishwasher
     o Exhaust Hood
     o Hand sink
   • East Pantries
     o Hand sink (1 in each)

II. BDS North Kitchen and Pantries: See Attachment D-1

III. BDS South Kitchen and Pantries: See Attachment D-2

IV. Coleman Coliseum: See Attachment D-3

V. Sewell-Thomas Stadium Kitchen and Pantries: See Attachment D-4
<table>
<thead>
<tr>
<th>Item</th>
<th>Equipment</th>
<th>Qty</th>
<th>Item</th>
<th>Equipment</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Air Door</td>
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<td>50</td>
<td>Mop Sink (by others)</td>
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<td>3</td>
<td>Dunnage Rack</td>
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<td>Disposer</td>
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<td>Pot and Pan Wash</td>
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<td>Refrigeration for Freezer</td>
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<td>Pre-Rinse Unit</td>
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<td>Sink Sanitizer</td>
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<td>Pan Rack</td>
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<tr>
<td>13</td>
<td>Floor Trough Drain (by others)</td>
<td>1</td>
<td>102</td>
<td>Work Table w/ Sink</td>
<td>4 (1/pantry)</td>
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<tr>
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<td>Work Table</td>
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<td>Fill Faucet - Alternate #2</td>
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<td>Coffee Brewer (by purveyor)</td>
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<td>Slicer</td>
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<td>Ice Machine - Alternate #2</td>
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<td>Ice / Beverage Dispenser (by purveyor)</td>
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<td>Reach-in Freezer</td>
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<td>Exhaust Hood w/ Fire Suppression System</td>
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<td>Bag-N-Box System (by purveyor)</td>
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<td>Fryer Battery</td>
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<td>Underfired Broiler</td>
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<td>8-Eye Range</td>
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<td>Tiling Steam-Jacketed Kettle</td>
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<td>Employee Lockers</td>
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(Alternate #2 refers to items in recruiting room pantry.)
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<tr>
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<td>Vulcan Flat-top Grill with Standard Oven Base</td>
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<td>Hood System with Ansul Units</td>
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<td>Vulcan Steamers</td>
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<td>Worktables with oven shelf</td>
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<tr>
<td>3-compartment Steam Table Buffet</td>
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<td>2-Door Reach in Freezer</td>
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<tr>
<td>3-compartment Metro Sink with Drain Boards</td>
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<td>Metro 2 Shelf Drying Racks</td>
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<td>5 Shelf Metro Rack</td>
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<td>Haitco Booster Hot Water Heater</td>
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The following is a list of foodservice equipment to be supplied with construction contract on 1.22.2015.

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<th>ITEM</th>
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<td>G1</td>
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<td>SOILED DISHTABLE - NIC</td>
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<td>G2</td>
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<td>DISPOSAL SYSTEM - NIC</td>
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<td>G3</td>
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<td>HOSE REEL W/ TABLE MTD MIXING VALVE - NIC</td>
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<td>VENT DUCT - NIC</td>
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<td>G5</td>
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<td>DISH MACHINE, 66&quot; - NIC</td>
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<td>G6</td>
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<td>CLEAN DISHTABLE - NIC</td>
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<tr>
<td>G7</td>
<td>1</td>
<td>KITCHENWARE DRYER - NIC</td>
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</table>
| G8   | 1   | 3-COMPARTMENT SINK  
   |     | Advance Tabco # 93-83-60-36RL  
   |     | Accessories - Drain, lever operated with built in overflow Support Bracket, for lever waste drain handle Provision for Hatco Heater, item G11  
   |     | Full length pot rack, Undershelf at each drainboard |
| G9   | 2   | FILL FAUCET, T & S # B-0290 |
| G10  |     | SPARE NUMBER |
| G11  | 1   | SINK HEATER  
   |     | Hatco # 3CS-9B |
| G12  | 5   | HAND SINK  
   |     | Advance Tabco # 7-PS-18  
   |     | Accessories - Soap dispenser, San Jamar # S890TBK  
   |     | Towel dispenser, San Jamar # T950TBK  
   |     | Electronic eye faucet, T & S # EC-3101-HG  
<p>|     | Locate 3 each in room 1005, 1 each in rooms 1018A and 1018F |
| G13  | 3   | DRYING RACK - NIC |
| G14  |     | LOT MOBILE HEATED CABINET - NIC |</p>
<table>
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<tr>
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<td>G15</td>
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<td>SERVICE FAUCET T &amp; S # B-0674 Locate 2 each in room 1005 and 1 each in room 1018A.</td>
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<td>G16</td>
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<td>SPARE NUMBER</td>
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<td>G17</td>
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<td>UNIVERSAL PAN RACK - NIC</td>
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<td>HOT WATER DISPENSER - NIC</td>
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<td>G22</td>
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<td>COUNTER TOP MIXER, 20 QT - NIC</td>
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<td>G23</td>
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<td>WORK TABLE W/ SINK - NIC</td>
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<tr>
<td>G24</td>
<td>2</td>
<td>FILL FAUCET - NIC</td>
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<tr>
<td>G25</td>
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<td>PREP TABLE W/ SINKS - NIC</td>
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<tr>
<td>G26</td>
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<td>PRE-RINSE W/ FILL FAUCET - NIC</td>
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<td>G27</td>
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<td>SLICER - NIC</td>
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<td>G33</td>
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<tr>
<td>G35</td>
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<td>UTILITY DISTRIBUTION SYSTEM Captive Aire Model UDI</td>
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<td>G36</td>
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<td>EXHAUST HOOD W/ FIRE SUPPRESSION SYSTEM Captive Aire # 6024ND-2-ACPSP-F Accessories - Closure panels and/or matching trim to ceiling, Captrate Solo filters, UL Listed, pre-wired LED lighting</td>
</tr>
<tr>
<td>G37</td>
<td>1</td>
<td>48&quot; CHAR-BROILER - NIC</td>
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<td>G38</td>
<td>1</td>
<td>SPACER TABLE - NIC</td>
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</tbody>
</table>
G39  1  FRYER BATTERY - NIC  
   3 vats with filter system

G40  2  MOISTURE CONVECTION OVEN - NIC

G41  1  COOK TOPS - NIC  
   4 open burners with 36" griddle

G42  1  WALK-IN COOLER/ FREEZER, Kolpak

G43A.1  1  WALK-IN COOLER COMPRESSOR, Kolpak # PC199LOP-3  
  Accessories:  Weather housing  
   All components for a complete and operational system.

G43A.2  1  WALK-IN COOLER EVAPORATOR, Kolpak # EL26-75-2EC-PR-4

G43B.1  1  WALK-IN FREEZER COMPRESSOR , Kolpak # PC99–MOP-3  
  Accessories:  Weather housing  
   All components for a complete and operational system

G43B.2  1  WALK-IN FREEZER EVAPORATOR  
  Kolpak # EM26-75-2EC-PR-4

G44  LOT  WIRE SHELVING, Metro Super Erecta® Shelf

G45  LOT  CANTILEVERED SHELVING - NIC

G46  1  COUNTER - NIC

G47  SPARE NUMBER

G48  SPARE NUMBER

G49  SPARE NUMBER

G50  1  ICE TRANSPORT CART - NIC

G51  1  ICE MACHINE  
  Manitowoc # RN-1408A  Follett storage bin # 1025-52,  
  Accessories:  Storage bin, 52" wide  
   6" S/S adjustable legs  
   82 oz ice scoop w/ holder  
   Water filter system as recommended by mfgr.
a complete and operational system.

G60 2 SLIDE TOP COOLER - NIC

G61 1 3-COMPARTMENT SINK - NIC

G62 1 DRY STORAGE CABINET - NIC

G63 2 CASH REGISTER STATION - NIC

G64 2 CASH REGISTER - NIC

G65 1 DRY STORAGE CABINET - NIC

G66 1 ICED BEER DISPLAY - NIC

G67 2 BACK BAR REFRIGERATOR - NIC
    2 door

G68 1 DRY STORAGE CABINET - NIC

G69 1 WALK-IN BEER COOLER
    Kolpak
    Accessories: Weather housing
    All components for a complete and operational system.

G70.1 1 BEER COOLER COMPRESSOR
    Kolpak # PC99MOP-3

G70.2 1 BEER COOLER EVAPORATOR
    Kolpak # EM26-75-2EC-PR-4

G71 SPARE NUMBER
| G72 | SPARE NUMBER |
| G73 | LOT BEVERAGE DISPENSING SYSTEM - NIC |
| G74 | LOT CUP DISPENSER - NIC |
| G75 | LOT TEA BREWER W/ DISPENSER - NIC |

**PRESS BOX LEVEL**

| P1  | 3 | HAND SINK  
Advance Tabco # 7-PS-18 pedestal mounted base, 14" wide x 16" front-to-back x 6" deep, 18 gauge 304 series stainless steel, splash mounted gooseneck faucet, pedal valves with easy access design, basket drain, NSF Accessories - Soap dispenser, San Jamar # S890TBK Towel dispenser, San Jamar # T950TBK Electronic eye faucet, T & S # EC-3101-HG  
Locate 1 each in rooms 3001, 3027, and 3036 |
| P2  | 3 | SERVICE FAUCET, T & S # B-0674-BSTP  
Locate 1 each in rooms 3027, 3034 and 3036 |
| P3  | 2 | PORTABLE TABLE - NIC |
| P4  | 1 | TABLE W/ SINK - NIC |
| P5  | 1 | FILL FAUCET - NIC |
| P6  | 1 | COFFEE BREWER - NIC |
| P7  | 1 | TEA BREWER - NIC |
| P8  | LOT | HEATED HOLDING CABINET - NIC |
| P9  | 1 | REACH-IN REFRIGERATOR - NIC  
1 section |
| P10 | SPARE NUMBER |
| P11 | 1 | FLOOR TROUGH  
Advance Tabco # FFTG-1860 |
| P12 | 1 | ICE MACHINE W/ STORAGE BIN  
Manitowoc # RN-1408A Storage bin, Follett # DEV1325SG-60 Accessories: Saf-T-Ice® Guardian Scoop System, 64 oz., 00146365 Water filter system as recommended by mfgr. |
| P13 | LOT | ICE TRANSPORT CART - NIC |
1 REACH-IN REFRIGERATOR - NIC
  2 section

1 3-COMPARTMENT SINK
  Advance Tabco # FC-3-1824
  Accessories: Drain, lever operated with built in overflow Support Bracket, for lever waste drain handle

1 PRE-RINSE W/ FILL FAUCET T
  & S # B-0287
  Accessories: B-0108 Jet Spray w/ swivel # 018200-40

LOT BEVERAGE DISPENSING SYSTEM - NIC

LOT CUP DISPENSER - NIC

LOT TEA BREWER W/ DISPENSER - NIC

SPARE NUMBER

SPARE NUMBER

LOT CUSTOMER SERVICE BAR

1 SLIDE TOP COOLER - NIC

1 HAND SINK, UNDERBAR - NIC

2 DRAIN BOARD, UNDERBAR - NIC

1 SODA GUN SYSTEM - NIC

1 ICE BIN MIX STATION - NIC

1 REFRIGERATOR, BACK BAR, 3 DOOR - NIC

1 LIQUOR DISPLAY STEPS - NIC

1 REFRIGERATOR, BACK BAR, 2 DOOR - NIC

1 DRY STORAGE CABINET, BACK BAR

1 WALK-IN BEER COOLER, Kolpak

1 BEER COOLER COMPRESSOR, Kolpak # PC99MOP-3
  Accessories: Weather housing
  All components for a complete and operational system.

1 BEER COOLER EVAPORATOR, Kolpak # EM26-75-2EC-PR-4

LOT CANTILEVERED SHELVING - NIC
SOFT DRINK AND BOTTLED WATER PRODUCTS

Soft drink and bottled water products are provided by Coca-Cola United under its contract with The University of Alabama through Crimson Tide Sports Marketing

I. All 12 oz. Canned Soft Drink Products - $12.26/case of 24

II. Soft Drink Fountain Products
   A. $64.73/5 gallon bag-in-the-box of soft drink mix for Coke, Diet Coke, and Sprite.
   B. $33.76/2.5 gallon bag-in-the-box of soft drink mix for Coke Zero, Lemonade, Mr. Pibb, Pibb Zero, Lemonade Light, Cherry Coke, Fanta Orange, Hi-C Fruit Punch, Mello Yello, Powerade, Ginger Ale, Tonic Water.

III. 16.9 oz. Dasani Bottled Water: $11.04/case of 24

IV. 10 oz. mixers (Tonic Water, Ginger Ale, Club Soda): $15.12/case of 24

Pricing good through July 31, 2015. Historically, prices have increased 4% annually.

The successful contractor will be required to purchase their entire 100% requirements for soft drinks, bottled water, and carbon dioxide for catered events in the Facilities from Tuscaloosa Coca-Cola United or its successor.
INSURANCE REQUIREMENTS

Contractor shall procure and maintain, at its expense, the following minimum insurance coverage insuring all services, work activities and contractual obligations undertaken in this Contract. Contractor shall bear the full and complete responsibility for all risk of damage or loss of equipment, products, or money resulting from any cause whatsoever and shall not penalize the University for any losses incurred in association with this agreement. It is the Contractor’s responsibility to verify compliance of their company’s insurance coverage with the following requirements and to obtain pricing to meet these requirements prior to submitting the solicitation response. These insurance policies must be with insurers acceptable to the University. Insurance requirements may be modified in the Insurance Requirements section of any solicitation document. In such cases, the requirements of the solicitation shall prevail.

Contractor shall assume all risk of loss or damage for property loaned, leased, rented to, or in possession of the University. This includes the loss of value due to the damage or other financial loss resulting from an inability to use the property for future endeavors. Contractor has the option to purchase property insurance on property, loaned, leased or rented to the University and the cost of insurance shall be the obligation of the contractor.

These limits may be accomplished through a combination of primary and excess/umbrella liability policies written on a follow form basis. A Contractor with a desire to self-insure part or all of insurance requirements outlined above must provide audited financials for the most recent fiscal year for review and acceptance by the University. If Contractor is owned by a parent company and the financials are in the name of the parent, the University requires a parental guarantee contract for the obligations accepted by the Contractor. The University reserves the right to review and revoke self-insure status, if Contractor’s financial ratings with Standard & Poor and/or Fitch ratings drop below investment grade, there is a material change in the audited financials, or Contractor entity is acquired or there is any change in the ownership structure.

<table>
<thead>
<tr>
<th>TYPES OF INSURANCE</th>
<th>BASIC INSURANCE POLICY MINIMUM LIMITS OF LIABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker's Compensation (Coverage A)</td>
<td>Statutory – Alabama (or state of residence)</td>
</tr>
<tr>
<td>Employers Liability (Coverage B) – Per Occurrence</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Commercial General Liability:</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Each Occurrence – Premise/Operation</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Personal and Advertising Injury</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Products/Completed Operations Limit</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Fire Damage Liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Commercial Business Automobile Liability (including</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Hired and Non-Owned vehicles)</td>
<td></td>
</tr>
<tr>
<td>Excess/Umbrella Liability</td>
<td>$4,000,000 per occurrence/aggregate</td>
</tr>
<tr>
<td>Liquor Liability</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

The Board of Trustees of The University of Alabama, its individual trustees, officers, directors, employees, agents and representatives must be included as an additional insured as respect to the Commercial General Liability & Excess/Umbrella policy. Unless precluded by law, all policies waive the right to recovery or subrogation against the Board of Trustees of The University of Alabama, its individual trustees, officers, directors, employees, agents and representatives. Coverage is to be primary and non-contributory with other coverage, if any, purchased by the University.
The insurance policies shall be issued by an insurance company licensed to do business in the State of Alabama carrying an AM Best’s rating of A- VII or better, and the certificate must be signed by an authorized agent.

The general and excess/umbrella liability must extend additional insured provisions and must include the following language on the certificate of insurance:

The Board of Trustees of The University of Alabama, its individual trustees, officers, directors, employees, agents and representatives are included as an additional insured as respect to the Commercial General Liability & Excess/Umbrella policy. Unless precluded by law, all policies waive the right to recovery or subrogation against the Board of Trustees of The University of Alabama, its individual trustees, officers, directors, employees, agents and representatives.

The certificate holder will be: The University of Alabama, c/o Purchasing Dept., Box 870130, Tuscaloosa, AL 35487-0130, ATTN: Jennifer Patrick. A fax copy of the certificate may be sent for a verbal purchase order, but the original certificate of insurance must be received by the University prior to the purchase order being mailed to the Contractor or payment being made.

In the event the insurance program required by the University were to have any pending claims, either at the time the certificate of insurance was produced or to later come to the attention of the Contractor, which may limit or exhaust any aggregate limits by more than 20%, the University shall be notified within 30 days. The University may require additional insurance or a reinstatement of the limits of liability, as necessary to protect the financial interest of the University.

In the event the Contractor was to cancel, alter, non-renew or allow the required insurance program to be modified to a material degree, the Contractor must provide immediate written notice to the University explaining the situation. Failure to maintain the required insurance program may result in cancellation or suspension of the Contract until a replacement certificate of insurance evidencing coverage in compliance with the University’s insurance requirements is provided. The Contractor may elect to change insurance carriers without prior approval, but any replacement policy(s) must provide equal coverage and the insurance company must meet the minimum financial rating (A.M. Best's A-) established by the University.
**UNIVERSITY OF ALABAMA**  
**CHILD PROTECTION ADDENDUM TO CONTRACT**

<table>
<thead>
<tr>
<th>Contract Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Contracting Vendor</td>
<td></td>
</tr>
<tr>
<td>Event/Program/Camp/Service That Is The Subject of Contract</td>
<td></td>
</tr>
</tbody>
</table>

(
"Vendor") and The Board of Trustees of the University of Alabama, who are parties to the contract identified above ("the Contract"), agree that this Child Protection Addendum is part of the Contract and both will abide by its terms.

The Board of Trustees of The University of Alabama, a public corporation and constitutional instrumentality of the State of Alabama, for and on behalf of its member campus, The University of Alabama (collectively "the University") is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of its community. This commitment reflects the institution’s adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. Within that commitment, the University places importance on creating a secure environment for children.

**CHILD PROTECTION POLICY AND LAW**

Vendor, its subsidiaries, affiliates, assignees, subcontractors, and the agents, representatives, volunteers, and employees of those entities (collectively "the Program") agree to strictly comply with the University's Child Protection Policy and Alabama law (ALA. CODE § 26-14-1 et seq.) relating to the prevention and reporting of child abuse and neglect. The terms of the University’s Child Protection Policy are incorporated herein by reference.

Vendor agrees to confirm that each of the Program’s employees, representatives, agents, and volunteers involved in or associated with the event or service governed by the Contract receives a copy of the University's Child Protection Policy and has completed the University's required training on child protection prior to the start of that individual's involvement in the event or service that is the subject of the Contract.¹

Vendor acknowledges and agrees that the University retains the right, in the University's sole discretion, to immediately eject and bar from University property any individual associated with the Program at any time for just cause. Vendor also understand and agrees that the University’s Child Protection Policy may be changed, withdrawn, added to or interpreted at any time at the University's sole discretion and without prior notice to Vendor.

**INDEMNIFICATION**

Vendor shall indemnify, hold and save harmless the University, its affiliates, and subsidiaries and their past, present, and future trustees, officers, agents, and employees from all losses, claims, liabilities, suits, actions,

¹ Any University of Alabama employee who is involved with Vendor or the Program in a volunteer or paid position that is unrelated to and/or outside the scope of his or her employment with the University can provide the completed Certification and Acknowledgment associated with the Child Protection training received as a University employee, but such training must have been completed within the last twelve (12) months. Nothing herein alters Vendor and/or Program’s responsibility for that University employee during the time said employee is performing functions on behalf of the Vendor or Program.
settlements, judgments, expenses, damages, costs (including attorney fees of attorneys of the University's choice and court costs) expenses, and all liability of any nature or kind arising out of or relating to the Program’s failure to meet any obligations under this Addendum.

The University does not assume any responsibility, obligation, or liability for any damages, losses, settlement payments, legal fees, or expenses relating to any claims or allegations arising from any actions or inactions of the Program relating to any obligations under this Addendum. Vendor assumes full responsibility for any and all damages, losses, legal fees, expenses, and settlement payments relating to any and all claims or allegations arising from Program’s failure to meet any obligation under this Addendum.

Vendor’s indemnification obligations and responsibility for any and all damages, losses, settlement payments, legal fees, or expenses as provided for under this provision exist even if coverage for these items and/or the conduct from which they arise is excluded under any of the Vendor’s policies of insurance or reinsurance or if coverage under these policies has been exhausted.

This provision shall survive the termination or expiration of the Contract.

**IMMUNITY**

No term or condition in this Addendum shall be deemed or construed as a waiver of the sovereign immunity of the University under Article I, section 14 of the Alabama Constitution, the Eleventh Amendment to the United States Constitution or any other applicable provision of law or equity and the University hereby expressly reserves the right to assert such immunity as a defense to any action or proceeding brought that relates to the Contract or this Addendum.

**COUNTERPARTS & SIGNATURE AUTHORITY**

This Addendum may be executed in multiple counterparts and facsimile (no one of which need contain the signatures of more than one party hereto so long as each party hereto executes at least one such counterpart), each of which shall be deemed an original and all of which, when taken together, shall constitute and be one and the same instrument. The representative of the University in executing the Agreements represents that he/she signs as a properly authorized representative of University and does not assume any personal liability for compliance with the terms and conditions of the Agreements. The Vendor representative who executes this Addendum represents and warrants that he/she is the duly appointed agent and representative of the Vendor, with full authority to execute this Addendum, without any further requirements or approvals.

**DISTRIBUTION**

An executed copy of this Addendum shall be attached to the Contract. Another copy of the executed Addendum shall be forwarded to Box 870364, Tuscaloosa, Alabama 35487.

---

**VENDOR**

Signature
Name: ________________________________
Title: ________________________________
Date: ________________________________

**THE BOARD OF TRUSTEES**

**OF THE UNIVERSITY OF ALABAMA**

Signature
Name: ________________________________
Title: ________________________________
Date: ________________________________
THE UNIVERSITY OF ALABAMA

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement (“Agreement”) is by and between The Board of Trustees of The University of Alabama for and on behalf of its component institution, The University of Alabama (“UNIVERSITY”), located at 800 University Boulevard, Tuscaloosa, Alabama 35487 and _______________ (“COMPANY”), a corporation duly established and organized under the laws of the State of ____________, having a business address at _______________________.

WHEREAS, COMPANY is the vendor selected to provide certain services for the UNIVERSITY pursuant to the terms of Bid No. _____________ and in the course of performance of such services may have access to or obtain certain information regarding the treatment of UNIVERSITY student athletes; and

WHEREAS, such information of UNIVERSITY is not public knowledge but is confidential and will be disclosed only under the terms of this Agreement;

NOW, THEREFORE, the parties agree as follows:

1. The effective date of this Agreement (“Effective Date”) is __________________________.

2. The confidential information disclosed by a party (“Disclosing Party”) under this Agreement (“Confidential Information”) is described as: any and all information, whether oral, in writing or obtained by visual observation relating to the treatment and therapies provided to UNIVERSITY student athletes.

3. This Agreement controls only Confidential Information disclosed between the Effective Date and ______________________ (“Termination Date”).

4. COMPANY shall protect the Confidential Information using the same degree of care, but no less than a reasonable degree of care, as the COMPANY uses to protects its own similar confidential information, and to prevent any use not authorized herein, dissemination to any employee of COMPANY without a need to know, communication to any third party or publication of Confidential Information.

5. The COMPANY agrees to hold in confidence any and all Confidential Information and further agrees not to disclose Confidential Information to third parties or use Confidential Information for four (4) years from the Termination Date of this Agreement. However, either party may disclose Confidential Information to any of its own employees and officers which are assisting that party in making an evaluation, provided that such employees and officers shall have agreed to be bound by the terms of this Agreement or have entered into an agreement of similar scope and obligations with his or her employer to protect Confidential Information of the employer or the confidential information of third parties in the employer’s possession.

6. Nothing in this Agreement shall be interpreted as placing any obligation of confidentiality and nonuse on the COMPANY with respect to Confidential Information that:

   A. can be demonstrated to have been in the public domain as of the effective date of this Agreement or comes into the public domain during the term of this Agreement through no fault of the COMPANY;

   B. can be demonstrated to have been known to the COMPANY prior to execution of this Agreement and was not acquired, directly or indirectly under a continuing obligation of confidentiality or limited use;

   C. can be demonstrated to have been rightfully received by the COMPANY after disclosure under this Agreement from a third party who did not require the COMPANY to hold it in confidence or limit its use and who did not acquire it, directly or indirectly, from the UNIVERSITY under a continuing obligation of confidentiality;
D. can be demonstrated to have been disclosed by UNIVERSITY to a third party without a duty of confidentiality on the third party.

E. is released in writing from the confidentiality provisions of this Agreement by the UNIVERSITY.

7. The validity and interpretation of this Agreement, and legal relations of the parties to it, shall be governed by the laws of the State of Alabama with venue in Tuscaloosa County, Alabama. If one portion of this Agreement is held invalid and unenforceable, such holding shall not affect the validity of the other portions of the Agreement.

8. This Agreement is not assignable and states the entire agreement between the parties as to its subject matter and merges and supersedes all previous communications with respect to their obligations of confidentiality and no addition to or modification of this Agreement will be binding on either party, unless reduced to writing and signed by each party.

[The rest of this page is intentionally left blank]

THE BOARD OF TRUSTEES OF UNIVERSITY OF ALABAMA,
FOR AND ON BEHALF OF THE UNIVERSITY OF ALABAMA

Authorized Signature

By: __________________________________________
    Name: 
    Title: 
    Date: ______________________________________

COMPANY

Authorized Signature

By: ______________
Name: __________________________
Title: __________________________
Date: __________________________
Compliance Notice.

By submitting a proposal to this RFP, a Respondent agrees that it will fully comply with the State of Alabama Immigration Law (Act 2011-535), as amended. A Respondent also shall enroll in the E-Verify Program prior to performing any work, or continuing to perform any on-going work, and shall remain enrolled throughout the entire course of its performance of the contract awarded pursuant to this RFP. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.” To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the University from any and all losses, consequential damages, expenses (including but not limited to, attorneys’ fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Contractor’s failure to fulfill its obligations contained in this paragraph or contained in the Alabama Immigration Law (Act 2011-535), as amended.

State of Alabama Immigration Law (Act 2011-535)

The successful contractor will be required to provide written certification they are in compliance with Section 9 of the State of Alabama Immigration Law (Act 2011-535).

One of the two required documents must be submitted prior to issuance of a University contract or purchase order. Please complete and submit the form or document that applies to your company.

Complete this document only, if your company is not located in Alabama and your company does not have employees or subcontractors that work in the State of Alabama.

- Certification of Compliance and affidavit forms included with this solicitation (see Appendix – Certification of Compliance)

Complete the E-Verify document online, if your company is located in Alabama or your company has employees working in Alabama

- Contractor’s one-page E-verify Employment Eligibility Verification form (see example included in Appendix - E-Verify).

If you have previously enrolled in E-Verify, follow these instructions:

- Log onto www.uscis.gov/everify
- Click “Edit Company Profile” and print this one-page document.
- This one-page document must be submitted prior to a contract or purchase order being issued.

If you are not currently enrolled in E-Verify, follow these instructions:

- Log onto www.uscis.gov/everify
- Click “Getting Started” for information about the program, requirements, and enrollment process.
- Click “Enroll in E-Verify” and begin enrollment process.
- When enrollment process is complete, click “Edit Company Profile” and print this one-page document.
- This one-page document must be submitted prior to a contract or purchase order being issued.
- For further assistance please consult the E-Verify Quick Reference Guide
CERTIFICATION OF COMPLIANCE
WITH THE STATE OF ALABAMA IMMIGRATION LAW

The undersigned officer of __________________________ (Company) certifies to the Board of Trustees of the University of Alabama that the Company does not employ an individual or individuals within the State of Alabama.

________________________________________
SIGNATURE OF COMPANY OFFICER

________________________________________
PRINT COMPANY NAME

________________________________________
PRINT NAME OF COMPANY OFFICER

________________________________________
PRINT TITLE OF COMPANY OFFICER

________________________________________
DATE
Company Information

Company Name: 
Company ID Number: 
Doing Business As (DBA)
Name: 
DUNS Number: 

Physical Location: 
Address 1: 
Address 2: 
City: 
State: 
Zip Code: 
County: 

Mailing Address: 
Address 1: 
Address 2: 
City: 
State: 
Zip Code: 

Additional Information:
Employer Identification Number:
Total Number of Employees: Parent Organization:
Administrator:

Organization Designation:
Employer Category:
Federal Contractor Category:
Employees being verified:

NAICS Code: 
Total Hiring Sites: 
Total Points of Contact: 

View MOU
DISCLOSURE STATEMENT

1. Contract/Purchase Order No. ____________________________________________

2. Name of Contractor/Grantee: ____________________________________________
   Address: ______________________________________________________________
   Telephone: ______________________________________________________________
   Fax: _________________________________________________________________

3. Nature of Contract/Grant: ______________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

4. Does the contractor/grantee have any relationships with any employee or official of the University, or a family member of such employee or official, that will enable such employee or official, or his/her family member, to benefit from this contract? If so, please state the names, relationships, and nature of the benefit.
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

(For employees of the University, family members include spouse and dependents. For members of the Board of Trustees (officials), family members include spouse, dependents, adult children and their spouses, parents, in-laws, siblings and their spouses.)

This Disclosure Form will be available for public inspection upon request. The above information is true and accurate, to the best of my knowledge.

________________________________________________________________________
Signature of Authorized Agent of Contractor/Grantee

Date: _____________________________

RETURN FORM TO: The University of Alabama
Purchasing Dept.
Box 870130
Tuscaloosa, AL 35487-0130
Ph: (205) 348-5230
Fax: (205) 348-8706
www.purchasing.ua.edu