



REQUEST FOR PROPOSALS:

ASU Bid# 4040-2026

**Alabama State University
Campus Dining Services**

ISSUE DATE: *September 7th, 2026*

PROPOSALS DUE: Monday, November 9th, 2026 @ 2:00 PM CST

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Alabama State University Dining Services Request for Proposals

ASU RFP# 4040-2026 Alabama State University – September 7th, 2026

This Request for Proposal (RFP) which includes all instruments and attachments hereto is for the management of foodservice operations for Alabama State University, located in Montgomery, AL.

ASU HISTORY

Alabama State University's 159-year history is a legacy of perseverance, progress and promise. The ASU movement began with the impetus to establish a school for black Alabamians. The Civil War resulted in not only the end of slavery, but also in the opportunity for blacks to have the right to education. With the Northern victory, black Southerners, with the assistance of Northern white missionaries and the leaders of African-American churches, set out to establish educational institutions for the freedmen. ASU was born in that movement.

ASU is the global entity it is today because of the fortitude of nine freed slaves from Marion, Ala., who sought to build a school for African-Americans previously denied the right to an education. The foresight of these men, now remembered as the "Marion Nine," created what is now known as Alabama State University.

The Marion Nine included Joey P. Pinch, Thomas Speed, Nicholas Dale, James Childs, Thomas Lee, John Freeman, Nathan Levert, David Harris and Alexander H. Curtis. These co-founders and original trustees, with assistance from Marion community members, raised \$500 for land, and on July 18, 1867, filed incorporation papers to establish the Lincoln Normal School at Marion.

The Lincoln School opened its doors on November 13, 1867, with 113 students. In 1873, this predecessor of Alabama State University became the nation's first state-sponsored liberal arts institution for the higher education of blacks, beginning ASU's rich history as a "Teacher's College."

Today, Alabama State University, located in Montgomery, Ala., is a widely respected, world-class institution of higher learning which welcomes students of all races. We offer nearly 50 undergraduate and graduate degree programs, from our historic teacher education program to our new, high-demand programs in health sciences, new Ph.D. in microbiology and minor in international business.

The more than 5,000 students who attend ASU are as diverse as our academic offerings, with students from more than 40 states and various countries seeking a top-notch education that extends far beyond the walls of a classroom. With a 20-to-1 student-faculty ratio, students receive the personal attention, mentoring, encouragement and knowledge needed to achieve their dreams.

At ASU, we know that what happens outside the classroom is an essential part of the college experience. Our students enjoy a vibrant campus community where they'll build life-long friendships and find a wide variety of social, cultural and sporting events. We have more than 70 clubs and organizations, including fraternities and sororities, and 18 intercollegiate sports.

Our location in Montgomery, the birthplace of the modern civil rights movement, offers students the unique opportunity to live, learn and grow in a city rich with culture and history. In fact, some of the most notable figures of the civil rights era – including the Rev. Ralph David Abernathy, attorney Fred Gray and the Rev. Fred Shuttlesworth – are counted among ASU's many distinguished alumni.

Our 159-year history is a legacy of perseverance, progress and promise. We're proud of our legacy, and we welcome students to dream, to share their unique gifts and talents, and to take pride in knowing they are part of a rich tradition.

Alabama State University is a comprehensive, public, urban, coeducational institution of higher education with a predominantly African-American heritage. It offers undergraduate, graduate and professional degrees as well as certificate programs to students of diverse racial, ethnic, and socioeconomic backgrounds.

CURRENT LEADERSHIP

Alabama State University is governed by its Board of Trustees. Members of the University's Administrative Council advise the University president and provide leadership with regard to University policies, practices and initiatives.

The administrative offices of Alabama State University are charged with managing the various institutional resources required to advance the University's mission and goals. These administrative divisions provide day-to-day management of the University's financial, physical and human operations, and are directed by vice presidents and directors who report directly to the Office of the President.

Dr. Quinton T. Ross, Jr. is the President of Alabama State University. Ross, who began his term in October 2017 and has spearheaded a remarkable institutional turnaround, focusing on fiscal stability and debt reduction, which has resulted in a significant financial transformation and restored confidence in the University's operations.

Dr. Ross has more than 30 years of experience in education, with a distinguished career that includes K-12 and higher education, legislative leadership, and community advocacy. A proud alumnus of ASU, he is also an engaged member of civic and community organizations, including Omega Psi Phi Fraternity, Inc.

OUR VISION

Alabama State University (ASU) will achieve global recognition through excellence in teaching, research and service. ASU will advance its current Carnegie Classification to a Doctoral/Professional University. ASU aspires to be a national leader in developing students through a transformational educational experience with global impact. As a community builder and partner, ASU will continue to have a measurable impact on society through innovative education and scholarly research.

OUR MISSION

Alabama State University is a student-centered public HBCU committed to excellence in teaching, research and service. ASU provides a holistic, transformative learning environment on campus and virtually that develops career-ready global change agents equipped to advance workforce excellence and drive economic development across Alabama and the nation. Through CommUniversity, philanthropy and strategic partnerships, ASU creates dynamic relationships that strengthen communities, grow regional economies and prepare graduates to lead in an ever-changing world.

INTRODUCTION

ASU RFP# 4040-2026 Alabama State University Dining Services

The specifications in this RFP are intended to describe the range of foodservice operations on the ASU campus while inviting creativity by the Contractor. ASU seeks a management entity that has a record of innovation, creativity, and entrepreneurship in foodservices.

ASU wishes to engage a foodservice contracting company to operate its campus food and beverage services so that the highest degree of professionalism is achieved in the delivery of foodservices within an economic structure that is desirable for the customer, the Contractor, and ASU. It is essential for the Contractor to have demonstrated expertise and corporate resources to successfully manage the dining services contract at Alabama State University.

Professional management, commensurate with the level of service desired by ASU, is an important consideration when preparing a response to this RFP. ASU seeks proposals that reflect the professional management abilities of foodservice contracting companies striving to meet all stated goals and specifications.

Submission of Proposals

Submitted proposals must meet ALL requirements specified in this RFP. The submission of a proposal shall be considered as confirmation that the Proposer is familiar with, and agrees to comply with, the contents of this RFP.

This RFP requires a complete response from the Proposer in the following categories:

- 1) Management and Organizational Proposal - describing the Proposer's resources, staffing, and management plan for operating the Campus' food and beverage services described in the RFP.
- 2) Operational and Financial Proposal - Must address the complete food and beverage program, and financial proposal for the University's Residential, Catering, and Concession Programs.
- 3) Operational and Financial Proposal - Must address the University's desire for several National Brands be located within the John Garrick Hardy Student Center, and identify possible expansion opportunities for the Retail Program.
- 4) Capital Investment - All requests will be mutually agreed upon by both parties.

Proposals will be evaluated on the information submitted in response to the RFP requirements. A short list of finalists will be chosen according to ASU's evaluation of all received proposals. All proposals received by ASU will become the sole property of ASU and will be available for public review.

The Proposer is required by the University to adhere to the following:

1. There shall be no contact between the Proposer(s) and any Alabama State University representatives, except as stated below. All RFP process communication with Alabama State University should be directed to:

1.1 Issuing Officer

Dr. Kevin Rolle, Ph.D. – ASU Chief of Staff

915 S. Jackson Street

Montgomery, AL 36103

krolle@alasu.edu

(334) 229-6502

1.2 Contracting Officer

Mr. Chris McClain, Assistant Vice President – Procurement & Supply Chain

P.O. Box 271

Montgomery, AL 36101

cmccclain@alasu.edu

(334) 229-6997

1.3 Technical Officer

Mr. Donald Dotson, Vice President of Facilities Management Operations

ddotson@alasu.edu

(334)229-6965

2. Proposers are instructed to refrain from contacting any Alabama State University representatives except as noted above. In addition, this RFP is not to be broadcast, duplicated, posted on any internet website, or provided to anyone other than the intended recipient
3. Proposers may modify or withdraw their proposal, without penalty or prejudice, at any time prior to the date and time set forth as the deadline for submission of proposals. If a proposal is to be modified after submittal, then the proposer shall notify Alabama State University in writing and shall withdraw the previous proposal (including copies) and replace it (in its entirety, including copies) with a revised proposal.
4. Alabama State University makes no representations or warranties as to the accuracy and/or completeness of any of the information provided in this RFP including, without limitation, in any Appendix hereto.
5. Alabama State University reserves the right to suspend, withdraw or amend this RFP for any reason without cause.
6. Alabama State University reserves the right to reject, in its sole discretion, any proposal not submitted in conformance with this RFP and any amendments hereto, or to reject any and all proposals, in its sole discretion without cause. ASU further reserves the right to waive or decline to waive irregularities in any proposal when it determines that it is in ASU's best interest to do so.

INSTRUCTIONS TO PROPOSERS

This is a Request for Proposal (RFP), **not** an order. This document shall not be construed as a request or authorization to perform work at Alabama State University's expense. Any work performed by a Proposer in connection with evaluating and responding to the RFP and, if notified, negotiating a definitive agreement will be at the Proposer's own discretion and expense.

This RFP does not represent a commitment to purchase any service. Alabama State University reserves the right to reject any and all proposals, or any part of any proposal, at its sole and absolute discretion. Submission of a proposal constitutes acknowledgment that the Proposer has read and agrees to be bound by such terms.

The information in this document will enable the recipient to formulate a proposal to meet the workload requirements as described in this RFP. The information in this RFP is accurate to the best of Alabama State University's knowledge but is not guaranteed to be correct.

1. BACKGROUND AND GENERAL INFORMATION

1.1 Definitions :

For purposes of clarity during the RFP process, the following definitions will apply:

- ↳ **ASU** - The abbreviation of Alabama State University. It may also refer to officers, employees, and designated representatives of Alabama State University.
- ↳ **Contract** - The written management agreement between Alabama State University, and the entity selected through this RFP process.
- ↳ **Contractor** - The individual company selected to provide food service on ASU's campus.
- ↳ **Contract Administrator** - The individual representing Alabama State University to whom the Operator will report over the term of the Contract. Alabama State University reserves the right to, at its discretion and from time to time, designate another Contract Administrator or additional Contract Administrators.
- ↳ **Fiscal Year** - Alabama State University's fiscal year, sometimes abbreviated as FY, which extends from October 1 to September 30.
- ↳ **Operator** - The management entity selected by Alabama State University from this RFP process.
- ↳ **Proposal Response** - Any proposal prepared and submitted in response to this RFP. "Proposal response", "offer", and "proposal", for purposes of this RFP, are synonymous and interchangeable.
- ↳ **Proposer** - Any company or organization that submits a technical proposal and financial proposal to Alabama State University in response to this RFP.

1.2 RFP Schedule and Timeline

The following table identifies key dates that will be adhered to throughout the RFP process. These dates are subject to change at the discretion of Alabama State University. All Proposers will be informed if, and when dates pertaining to the RFP process and the new Contract are adjusted by Alabama State University from what is shown below.

Date / Time	Action / Deliverable
Monday, September 7th, 2026	RFP advertised and distributed to Invited Proposers
Wednesday, October 7th, 2026	Mandatory Pre-Bid/Proposal Conference, tour of ASU food-service facilities, 9:00AM CST – 12:00PM CST (Presidents Conference Room – Council Hall)
	Individual Vendor Interviews, 1:00PM CST – 5:00PM CST (Presidents Conference Room – Council Hall)
Friday, October 16th, 2026	Deadline for Proposers to submit RFP questions to the Chief of Staff and the AVP of Procurement @ : krolle@alasu.edu cmcclain@alasu.edu
Friday, October 23rd, 2026	<i>Estimated</i> date the University responds to questions via addendum
Monday, November 9th, 2026	ALL Bid Proposals due @ 2:00PM CST Public Bid Opening Commences @ 2:00PM CST
Friday, November 20th, 2026	Evaluation committee completes its evaluation
Wednesday, December 2nd, 2026	Negotiation committee will view presentations and begin negotiations, if necessary (not open to public)
Friday, December 18th, 2026	Proposer Best and Final Offers (BAFO) due to Procurement
Monday, January 11th, 2027	Notification of the Intended Award Decision
Monday, February 15th, 2027	Alabama State University announces selection of the awarded vendor
Monday, March 15th, 2027	Contract finalized and signed by both parties

Table 1

1.3 Contract Terms and Parameters

The Contract resulting from this RFP, commencing August 1st, 2027, will have a term of ten (10) years.

The current contract is a profit-and-loss arrangement for managing Alabama State University's Dining Services. The financial terms of this Contract will also be a profit-and-loss basis for all ASU foodservices, whereby the Contractor endeavors to exceed its operating and fixed expenses with revenues gained from operations. The Contractor will assume all risk of operating losses and will enjoy the rewards of operating profits. Alabama State University shall assume no responsibility for the Contractor's profitability from operations at these locations, nor does Alabama State University guarantee the Contractor a profit from operations.

The Operator will not be permitted to use ASU's foodservice facilities to support off-premises catering at locations not located on the ASU campus without prior written permission issued by officials of ASU. Such off-premises catering may compromise services the Contractor provides to the ASU community and its visitors.

Alabama State University will reserve the right to review and approve, prior to implementation, all menu pricing and menu options/selections used by the Contractor. This will apply to all food services and dining outlets.

The contract between Alabama State University and the winning bidder will be negotiated after the winning bidder is announced.

2. DESCRIPTION OF FOOD AND BEVERAGE OPERATIONS

2.1 General Scope of Services

Alabama State University has considered carefully the role of campus food and beverage services, in the context of ASU's overall mission. The most important roles of the awarded contractor are to:

1) Provide healthy and world-class food and services, 2) Contribute positively to the daily experience of Alabama State University's students, faculty, staff, administrators, and visitors, 3) Encourage and facilitate the collegial interaction of students, researchers, faculty, and administrators.

The Contractor shall represent Alabama State University in a manner commensurate with the University's Mission for excellence in teaching and research, and offer a range of high quality foodservices that are competitively priced, reflective of the diverse Alabama State University community.

The Contractor will have the first right of refusal privilege to manage all food and beverage service outlets at Alabama State University inclusive of concessions and sports events, with the exception of beverage and snack vending services.

2.2 Foodservice at Alabama State University

The foodservices which will be the responsibility of the Contractor selected from this RFP process are listed below. Information on business levels of these services from the recent past is provided to inform Proposers of customer traffic and revenue volumes, but **no representation or warranty is made as to future revenues or customer counts for Campus foodservices.**

Beverage

Alabama State University has a beverage agreement with Coca-Cola currently. The foodservice Contractor will be required to use the University's designated beverage provider exclusively. ASU currently utilizes Coke Freestyle machines, and the selected vendor is expected to continue this service. The selected vendor will assume all cost associated with the Coke Freestyle machines and any future cost of expanding this program

for Residential, Retail, and Concessions. Should the University's beverage agreement change during the course of the foodservice contract, the University will consult with the foodservice Contractor regarding brand selection and any applicable pricing.

Catering

Catering is very important on the ASU campus. ASU sees catering as an opportunity to showcase the University by placing an emphasis on ambiance and consistently excellent service for all levels of catering events, from lower budget to high-level affairs requiring the highest level of service and detail. In previous years, Alabama State University has had the pleasure of hosting such dignitaries as Steve Harvey, Winnie Mandela, Patti LaBelle, Frankie Beverly, Kirk Franklin, Donnie McClurkin, Mary Mary, Fantasia, Stokley, Anthony Hamilton, SWV, Slick Rick, Jon B and Dru Hill . It is imperative that Proposers demonstrate their understanding of the importance of high-end catering at Alabama State University and the ability to execute these events without issue.

The awarded Contractor will have the right of first refusal to provide catering for all catered events on Campus. Given the wide variety of tastes, diets, religious dietary observations, budgets, and caterer preferences represented by the ASU community, it will be imperative that the Contractor offer innovative catering services for prices that deliver high value to the customer.

The Contractor may use, if necessary, off-site catering production and support facilities it may have access to in order to properly support events at ASU. If approved by Contractor, off-premise caterers engaged for special events and functions on the Campus will not have access to ASU's foodservice facilities (kitchen and serving facilities) managed by the Contractor. On these occasions, the off-premise caterer will be required to use mobile or off-site equipment to support these functions.

Catering Revenue

ASU catering revenue for the past five years is shown in the following table.

Catering, Conferences, & Concession (FY2021 through FY2026)

Category	Annual Percentage	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Total
Catering	33.26%	\$ 29,384.73	\$ 115,925.73	\$ 119,332.95	\$ 111,797.53	\$ 79,191.01	\$ 34,415.67	\$ 490,047.63
Concessions	8.43%	7,446.70	29,377.99	30,241.45	28,331.82	20,068.65	8,721.65	124,188.27
Retail	47.92%	42,333.70	167,010.70	171,919.38	161,063.33	114,088.10	49,581.61	705,996.82
Camps	8.75%	7,725.31	30,477.11	31,372.88	29,391.80	20,819.48	9,047.95	128,834.52
Block 30	1.64%	1,447.75	5,711.53	5,879.40	5,508.14	3,901.65	1,695.62	24,144.09

Table 2 *(NOTE: FY2026 Catering and Conference Revenue amounts are as of May 2026)

Catering events will involve a full range of services, from student meetings to formal sit-down dinners. The Contractor will use the Shuttlesworth Dining Hall as its primary catering production facility, as well the Acadome Catering Kitchen and the Hardy Center Ballroom Kitchen for staging, and storage. If required, the Contractor may use off-site catering production and support facilities to supplement the capacity of ASU's facilities.

The University prefers to offer "one-stop shopping" for on-campus catering events. This would include choice of venue, menu selection, pricing, billing, tables, chairs, linens, and decor selection. Catering should offer a discounted price to the University, and external pricing to non-ASU customers. **The University should receive Commissions for all on-campus and off-campus catering (internal and external), as well as summer programs and group tours.**

Currently the alcoholic beverages served on campus are served by the Contractor. Alabama State University would like its foodservice Contractor to hold a full liquor license.

Vending

Vending is currently provided by an outside contractor other than the current food services contractor. Vending operations are not included the scope of this RFP.

Concessions

Concessions are currently being provided by our foodservice provider. Proposer will be expected to continue these services at all sporting events, graduations, and other special events as mutually agreed upon. (Future exemptions will apply). The menu shall include a variety consistent with major sporting events. There are several concession stands located on campus; The New ASU Football Stadium, the Barbara Williams Softball Field, the Wheeler-Watkins Baseball Field and the Dunn-Oliver Acadome Basketball Arena. The foodservice Contractor should provide capital investment and assistance to renovate the concession venues. The University will require the selected vendor to install Fountain Machines within the concession spaces assigned to the selected vendor at no cost to the University. (At a minimum, the selevendor is expected to install and maintain these fountain machines in the New ASU Football Stadium and the Dunn-Oliver Acadome Basketball Arena. If it is determined that other concession spaces are assigned to the selected vendor, then the vendor will be expected to comply with these requirements as stated.) All concessions menus and prices must mutually agreed upon with University senior leadership prior to each respective season and/or academic year.

Additional Campus Facilities

The selected vendor will be responsible for managing the daily managerial operations of the Nest and Hive facilities.

2.3 Current Foodservice Staffing

Foodservice employees are employed by both Alabama State University and the current foodservice Contractor.

The Contractor will have the opportunity, but not the obligation to interview and consider for employment the current non-supervisory foodservice staff on the ASU campus. The Contractor may extend offers to qualified individuals currently employed and impacted by this Contract, based on the Contractor’s scope of services, labor requirements, and all screening requirements.

2.4 Current Operating Schedule

The listing below reflects ASU’s currently operating foodservices hours throughout the year. Proposers are expected at a minimum to meet or exceed these operating hours in their proposals. If selected, the winning vendor’s hours of operations and any subsequent changes to these hours will be mutually agreed upon with ASU senior leadership.

Academic Year 2026 - 2027

Fred Shuttlesworth Dining Hall

Monday:	6:30am-8:00pm
Tuesday:	6:30am-8:00pm
Wednesday:	6:30am-8:00pm
Thursday:	6:30am-8:00pm
Friday:	6:30am-8:00pm
Saturday:	9:30am-1:00pm / 4:00pm-6:00pm
Sunday:	9:30am-1:00pm / 4:00pm-6:00pm

Concessions: As needed (Future exclusions will apply)

Catering, Campus-wide: Fully Operational

Late Night Dining

ASU is requesting the Contractor to offer late night dining in Shuttlesworth Dining Hall between the hours of 8pm-10pm on Monday through Friday. A reduced menu offering would be available which varies each evening and includes selections of student’s favorite evening snacks.

Holiday Hours/Semester Breaks

During holidays and semester breaks, it is sometimes necessary to provide meals for students remaining on campus; primarily international and athletic students. Meals and hours of operations for these periods at Shuttlesworth Dining Hall and retail outlets will be mutually agreed upon between ASU and the Contractor. Meal plan daily rates paid to the Contractor shall be: Breakfast 1/3 of rate Breakfast and Lunch 2/3 of rate Lunch and Dinner 3/4 of rate Dinner 2/3 of rate Brunch 2/3 of rate Brunch and Dinner 3/4 of rate. Preseason meals for ASU athletic teams shall be the normal daily date. Hours of operation are currently from 9AM to 1PM for brunch, and from 4PM to 6PM for dinner.

2.5 Meal Plans

Alabama State University offers a complete meal plan program. Meal plan meals are provided at Shuttlesworth Dining Hall. No meal equivalencies are permitted at other campus retail outlets. ASU also reserves the right to change the meal plans offered in the future.

Dining Dollars may be used at all retail locations and Shuttlesworth Dining Hall. Unused Dining Dollars will roll over from the fall to the spring semester, with all unused Dining Dollars reverting back to the University at the end of the Academic Year, June 30.

Proposers should submit a complete program for marketing meal plans (e.g., on the Dining Web site, social media, print materials in retail/cash outlets around campus, guest chef nights (from area restaurants), monthly food themes, midnight breakfasts, etc.).

The marketing plan should focus on both parents and students. Parents are the primary source of payment for undergraduate meal plans. They also are likely to choose a more extensive meal plan for the student since they want the reassurance that their child will have adequate access to food. Marketing to students should focus on meal plan price, value and convenience.

Estimated meal plan participation for August of 2027 is as follows:

Meal Plan Choices	Fall 2027
19 Meals	2695 students
Commuter (<i>estimate</i>)	~ 150 students
Total Projected Plans	2845

Table 3

Proposers are expected to use this data to compute future meal plan trends and proposed meal plan offerings. Proposers shall provide suggestive Residential Meal Plans with semester pricing and daily rates clearly indicated per meal plan. In addition, proposers shall include suggestive Commuter and Faculty / Staff Meal Plans as optional features. Commuter and Faculty / Staff Meal Plans are not contractually binding. ASU reserves the right to accept, alter, or reject any part or all of the suggestive Meal Plans. **ASU will have the final approval of all Meal Plan Cost and Offerings.**

2.5.1 Summer Programs

Meals: Day campers are offered varying meals depending upon the camp. Currently, each camp is directly responsible for contracting their respective meals with the winning contractor.

2.6 Description of Facilities and Operations

Existing food services on the ASU campus are described below. The Proposer is encouraged to be creative and innovative in proposing different or new services. ASU desires to only feature national brand restaurants within its retail locations.

Fred Shuttlesworth Dining Hall

This facility is the largest foodservice venue on campus, serving the entire ASU community. All residents living on campus must purchase a meal plan. All freshman students that live in the traditional Residence Halls are automatically enrolled in the 19-meal plan per University policy. Upper classmen can select between the 19 Meal Plan or a Commuter Plan. The service area is designed as an all-you-care-to-eat food service venue. The Contractor currently serves breakfast, lunch, and dinner Monday through Friday; brunch and dinner on Saturday and Sunday. Service is continuous with some stations open through the entire day. The service is divided into various menu concepts. Existing concepts include three offerings of continuous service: Grill, Pizza, and Deli. Other concepts are as follows: Vegetarian, Comfort Foods / Traditional, International, Salad bar, Desserts, and Beverages.

The University is open to suggestions from the Contractor if renovation designs are developed, and desires to have the Contractor fund, design, and perform the renovation on behalf of the University must be mutually agreed upon.

Proposers should address the following objectives and needs in their proposal for the food court:

- ⌞ Innovative and creative menu ideas to meet students' needs for good nutrition. Menus should reflect wellness and de-emphasize unhealthy options.
- ⌞ A wide variety of international foods (e.g., Jamaican, Caribbean, Mexican, Thai, Asian, others).
- ⌞ Formal dining monthly
- ⌞ A wellness program consisting of healthy foods in daily menus, including selections of vegetarian items and other heart healthy recipes (e.g., fruit and vegetable smoothies, baked entrees, low sodium, low calorie, low or no trans-fat, whole and cut fresh fruits, low fat baked desserts, skim, low fat and soy milk).
- ⌞ Multiple menu options for students on meal plans, for every meal period, seven days per week.
- ⌞ A-la-cart menu item preparation.
- ⌞ Food displays are imaginative and appealing.
- ⌞ Pre-prepared or pre-cooked menu items on the serving line(s) should be described, on cards or in some other manner, with ingredients and nutrition information.
- ⌞ ASU is also interested in cutting edge technology. Proposers are expected to design a new dining experience that is inclusive of growing stations such as Hydroponic stations and other sustainable sources of fresh fruit and vegetables.

Retail and Other Eateries on Campus

RETAIL (Gross Annual Sales)	FY2023	FY2024	FY2025	* FY2026
Subway	\$160,900.42	\$168,221.84	\$235,395.79	\$178,331.15
Chic-Fila	\$695,980.12	\$773,701.59	\$872,168.00	\$603,799.00
Prime Grill	\$78,068.78	\$133,391.60	\$134,261.41	\$51,886.79
Starbucks	\$66,277.86	\$63,161.59	\$67,364.91	\$50,727.00

Table 4 *(NOTE: FY2026 Catering and Conference Revenue amounts are as of July, 2026)

Subway*

Subway is located in the John Garrick Hardy Center. This national brand offers salads, fresh cookies, chips and sub sandwiches. This area shares a common space with high-top bar tables, booth seating, and bar stools for approximately 50 guests. (*Note: Subway is owned and Franchised by ASU. ASU will pay a management fee for daily operations of this unit to the selected vendor on negotiated and mutually agreed upon terms.)

Chic-Fila*

Chic-Fila is located in the John Garrick Hardy Center... This national brand's offerings include breakfast, lunch, and dinner menus, featuring its original chicken sandwich, salads, fruit cups, and nuggets. This area shares a common space with high-top bar tables, booth seating, and bar stools for approximately 50 guests.

Prime Grill*

Prime Grill is located in the John Garrick Hardy Center. This brand's offerings include smash burgers, wings, fries, and the signature Prime Punch. This area shares a common space with high-top bar tables, booth seating, and bar stools for approximately 50 guests.

Starbucks*

Starbucks is located in the Levi Watkins Center. This national brand offers a diverse menus of coffee and espresso drinks, teas, cold beverages, blended Frappuccino's, and a variety of breakfast and lunch items.

Payment Options

ASU customers may pay with declining balance, cash, credit cards, and debit cards at any ASU foodservice outlet. The Contractor must have the capability to manage all of these payment methods.

2.7 Furniture, Fixtures, and Equipment (FFE)

ASU will provide the Contractor with foodservice facilities as they currently exist. This will include all major, fixed food service equipment. Fixtures and furnishings for all customer service and seating areas will be provided by the Contractor and owned by Alabama State University (via vendor financing). Tables and chairs needed for catering events that exceed ASU's standard inventory of these items will be provided by the University.

Beyond the inventory of wares and equipment provided to the Contractor by ASU, the Contractor will provide, at its cost, operating small wares, utensils, and kitchen and banquet wares required to operate ASU's Campus foodservices on a day-to-day basis.

2.8 Responsibilities of the Parties

It is critical to differentiate between the respective responsibilities of Alabama State University and the Contractor. Key areas of responsibility are the following:

Prior to Contractor Assuming Management Responsibility

There will be numerous actions required of the Operator and ASU leading up to the Contract start date as highlighted below:

- └ Contractor Evaluate the existing foodservice facilities to determine what changes are needed in equipment, furniture, and technology. Develop a plan for the acquisition and installation of same and submit plan to ASU for approval.
- └ Procure all necessary small wares, operating equipment, and supplies needed, beyond those items provided by ASU, to operate Campus food and beverage facilities and service catered events.
- └ Secure and maintain liquor liability insurance and commercial general liability insurance, naming the trustees of ASU as an additional insured.
- └ Provide a certified liquor manager on-site when events or operations include serving alcoholic beverages. All employees that would be serving alcoholic beverages must be properly trained and certified in alcohol awareness training (e.g., TIPS - "Training for Intervention Procedures", etc.) and any other certifications required according to municipal, county, state of Alabama and federal laws.
- └ Secure all necessary food service licenses and permits.
- └ Coordinate with Contractor on launch of their marketing plan.
- └ Upon formal assumption of day-to-day management responsibility by the Contractor, key responsibilities of the parties include the following.

Contractor

As manager of food and beverage services on the ASU campus, Contractor shall assume, among its operating obligations, responsibility for the following:

- └ The awarded contractor shall pay its bona fide financial obligations to the university and to all third parties in a timely manner. If at any time during the contract agreement the awardee fails to meet its financial obligations to a third party and the university becomes aware and /or a lien is filed against the university, The university reserves the right to withhold any and all payments to the selected contractor. The university may utilize designated funds to meet those financial obligations and claims filed by a third party against the university for services performed at the university on behalf of the awarded contractor. The awarded contractor will then receive any net proceeds.
- └ Proposer must provide a Sustainability Plan to include their respective approach towards reducing food waste and disposal. The plan must provide a percentage of locally sourced purchased food. The plan should depict best practices used throughout the industry related to sustainability and illustrate the contractor's usage of these best practices within our future design and daily operations.
- └ Propose a staffing plan. Any changes to staff levels must be approved by the ASU Chief of Staff for Alabama State University.
- └ Provide, in addition to what ASU supplies Contractor at commencement of the contract, non-disposable small wares and operating equipment necessary for operation of the food and beverage services, including glassware, china, flatware, kitchen utensils, and banquet ware.
- └ Have the ability to operate the Atrium Campus point-of-sale terminal system.
- └ Contractor shall pay its own telephone charges beyond local service, including long-distance service and all billed special services (e.g., directory assistance, call trace, return call, etc.). This should not be included in the shared P&L statement.
- └ On-going cooperation, including monthly meetings, with the ASU contract administrators.
- └ On-going marketing of foodservice venues and operations on Campus.

- Ⓐ Daily general maintenance, janitorial services (cleaning, and sanitation) of all food and beverage areas managed by the Contractor. This includes dedicated foodservice receiving/loading docks; service corridors dedicated to foodservices; storage areas; employee facilities; kitchens; serving area equipment and spaces; and all foodservice dining areas. Duties shall include, but not be limited to, wiping and cleaning of tables and chairs in the dining rooms before, during and after service hours; daily sweeping and mopping of floors; and after-hours periodic cleaning of contracted kitchen, server and dining room spaces. Contractor will develop and submit a cleaning schedule for major kitchen equipment. The schedule will include major cleaning of dining area during each academic break.
- Ⓐ Contribute \$100,000 annually to maintenance fund for all ASU foodservice equipment and operations.
- Ⓐ Contractor shall replace furniture, fixtures, and finishes in public and customer serving and seating areas.
- Ⓐ Arrange and pay for periodical pest control and chemical lab testing of bacteria counts for flatware and silverware.
- Ⓐ Make a weekly menu available online for customers to access.

Alabama State University

Alabama State University shall be responsible for the following during the contract term:

- Ⓐ Provide access to and use of food storage, preparation, cooking, and serving facilities containing an initial inventory of foodservice equipment adequate to meet customer demand.
- Ⓐ Pay for maintenance of all foodservice equipment (in kitchens, serving areas, storage, and dish washing) including preventive maintenance and service contracts, over and above the \$100,000 provided by the Contractor.
- Ⓐ Approve and coordinate with Contractor on facility changes and additions to foodservice equipment, including expenditure of the \$100,000 Fund for maintenance of equipment and operations.
- Ⓐ Provide furniture for all customer seating areas used for food and beverage services on the ASU campus after initial renovation.
- Ⓐ Allow Contractor adequate and unencumbered ingress and egress to facilities and spaces needed by Contractor to perform its services, including exterior service drives and pathways; building receiving docks; and interior building corridors, elevators, and stairways.
- Ⓐ Maintain frequent, clear, and ample communications with Contractor on marketing of ASU's facilities, programs, and services. Coordinate closely with Contractor on event bookings and scheduling, including providing access to ASU's contact database, membership lists, rental event bookings, and history of event bookings.
- Ⓐ Provide, at no cost to Contractor, all utilities needed to manage their operations on the Campus. At a minimum, these will include: Water, Sewer, Electric, Natural gas, Heat/air conditioning, Telephone service (up to six VoIP (Voice Over Internet Phone) lines, with voice mail and local calling), High speed Internet access (2 ports for business use), and Light bulb replacement
- Ⓐ Coordinate heavy cleaning of facilities (including walls, ceilings, windows, and HVAC ductwork).
- Ⓐ Maintain grease traps and remove discarded grease from campus.
- Ⓐ Arrange trash pick-up and removal following an outdoor event sponsored by ASU or other party sanctioned by ASU where an outside caterer is used other than the Contractor.
- Ⓐ Coordinate building janitorial services for lobbies and restrooms.
- Ⓐ Provide pick-up of recycled materials (cardboard, glass, aluminum, plastic).

2.9 Technology Alignment and Integration

2.9.1 System of Record

Alabama State University utilizes Atrium Campus (atriumcampus.com) as the University's official meal plan management and campus ID card platform. The awarded Contractor's point-of-sale, meal plan, and declining balance systems must integrate directly with Atrium Campus via a method (API or approved data-exchange interface) acceptable to ASU's Office of Technology Services (OTS), with transaction posting and reconciliation to Atrium occurring in real time or, at minimum, daily. Any proposed alternative or supplemental system must be approved in writing by ASU's Vice President of Technology Services prior to installation or use.

2.9.2 Prior Approval of Technology and Equipment

The Contractor shall not install, connect to the ASU network, or operate any technology equipment — including but not limited to point-of-sale terminals, kiosks, digital signage, cameras or other surveillance/recording devices, sensors, Internet-of-Things (IoT) devices, or wireless access points — without prior written approval from ASU's Office of Technology Services. Requests for approval shall include the equipment's manufacturer, model, firmware version, network connectivity requirements, physical location, and intended purpose.

2.9.3 Technology Asset Disclosure and Transition Audit

Within thirty (30) days of Contract execution, the Contractor shall provide ASU's Office of Technology Services with a complete written inventory of all Contractor-owned or Contractor-installed technology assets located on ASU property, including equipment installed under this Contract or any predecessor agreement, and including make, model, serial number, network connection status, and purpose for each item. Any such device that was not previously disclosed to, or approved by, ASU's Office of Technology Services shall be removed or formally submitted for approval under Section 2.9.2 within fifteen (15) days of identification, at Contractor's sole expense.

2.9.4 Surveillance and Recording Devices

No camera, audio recording device, or other surveillance or monitoring device may be installed or operated by the Contractor on ASU property without the prior written approval of both ASU's Vice President of Technology Services and ASU's Office of General Counsel, and in compliance with all applicable federal and Alabama state law. Any such approved device shall be disclosed to ASU's Department of Public Safety and incorporated into the University's central security-systems inventory. This requirement applies to all locations, including those managed by the Contractor under this Contract and any predecessor foodservice agreement.

2.9.5 Data Ownership and Privacy

All transaction data, meal plan usage data, and any other data generated through ASU's dining operations — including data passing through or generated by Atrium Campus — is and remains the exclusive property of Alabama State University. The Contractor may not use, sell, license, or share such data, including for marketing, analytics, or any purpose unrelated to performance of this Contract, without ASU's prior written consent. Upon termination or expiration of this Contract, the Contractor shall return or destroy all such data as directed by ASU and certify such destruction in writing, executed by an officer of the Contractor.

2.9.6 Data Security Standards

The Contractor's payment-processing systems shall maintain compliance with the Payment Card Industry Data Security Standard (PCI-DSS) at all times during the Contract term, and the Contractor shall provide ASU with an annual Attestation of Compliance (AOC) or Report on Compliance (ROC), as applicable to its transaction volume. The Contractor shall notify ASU's Office of Technology Services and Vice President of Business & Finance in writing within forty-eight (48) hours of discovery of any actual or suspected data breach, security incident, or unauthorized access to any system handling ASU or student data.

2.9.7 Right to Audit (Technology & Security)

ASU's Office of Technology Services reserves the right, upon reasonable notice, to inspect, audit, and, where necessary, conduct security assessments (including penetration testing) of any Contractor-owned or Contractor-operated technology connected to the ASU network or handling ASU or student data. The Contractor shall remediate any material findings within a timeframe to be mutually agreed, not to exceed thirty (30) days absent extenuating circumstances.

3. PROPOSAL GUIDELINES

3.1 Review of RFP and Campus Facilities

The Proposer is encouraged to review carefully the RFP document and the existing ASU buildings and grounds to become fully informed of the current conditions of the physical facilities, probable demand for food and beverage services on campus, and the character of services that are needed under the Contract. The Proposer is responsible for observing and recording their own information needed for developing their proposal. The submission of a proposal response will be construed as conclusive evidence that the Proposer has made such a review and inspection.

Tours of the ASU Campus foodservices will be conducted at the pre-proposal conference.

Please note that questioning or interviewing ASU employees by telephone or when visiting the Campus will not be permitted at any time. Failure by any Proposer to observe this restriction may be cause for rejection of the Proposer's proposal.

3.2 Mandatory Pre-Proposal Conference

A mandatory pre-proposal conference, vendor interviews and a tour of the Alabama State University's foodservice facilities will be held on **October 7th, 2026**. Pre-proposal conference details:

Time : 9:00am – 5:00pm CST

Location – ASU President's Conference Room

The agenda will include a brief discussion of the RFP, Question and Answer session with Proposers, and tours of the ASU foodservice facilities with selected committee members.

Attendance at the pre-proposal conference is mandatory. Conference attendees will be limited to three persons from each company. A question-and-answer session will be conducted during this conference to respond to oral questions from all Proposers. **No oral response will be binding; all questions must be submitted in writing by 2:00PM Central Standard Time on Friday, October 16th, 2026.**

During the pre-proposal conference, attendees will be permitted to photograph ASU's foodservice locations. Proposers may not photograph any ASU students or employees' faces. Proposers desiring to have an additional tour of Alabama State University facilities may ask to schedule an additional campus visit with the following staff members:

Dr. Kevin Rolle,
Chief of Staff
P.O. Box 271
Montgomery, Al. 36101

Phone: 334-229-6502
Email: krolle@alasu.edu

Christopher McClain Phone: 334-229-6997
AVP of Procurement Email: cmcclain@alasu.edu
1301 West 5th Street, Room 104
Montgomery, Al. 36101

3.3 RFP Addenda – Questions and Responses

A record of all pertinent questions and answers (and substantive questions on subjects not addressed in the RFP) which is covered at the pre-proposal conference will be sent to all Proposers. This document will be identified as Addendum A. Proposers are asked to complete and return the Acknowledgment of Addenda form that accompanies each addendum received to the Procurement Division. (See Appendix A.)

Questions from Proposers before and after the pre-proposal conference will be handled in the following manner. No interpretation of the meaning of the RFP documents or correction of any apparent ambiguity, inconsistency, or error therein, will be made to the Proposer orally. Any oral explanation or instruction given before the award of Contract, aside from the pre-proposal conference, will not be binding.

All requests for RFP interpretations or corrections must be made via fax or email to:

Mr. Christopher McClain
AVP of Procurement & Supply Chain Ops
1301 West 5th Street, Room 104
Montgomery, Al. 36101

Phone: 334-229-6997
Fax: 334-229-5954
Email: cmccclain@alasu.edu

Written questions must be received no later than 2:00 pm CST, October 16th, 2026. Any questions received beyond this date will NOT be considered. All interpretations and supplemental instructions will be transmitted by E-mail to all Proposers no later than **October 23rd, 2026**. Proposers shall complete and return an Addenda Acknowledgment form for each question response to the lead Procurement Department point of contact.

Proposers are asked not to contact any employee or representative of Alabama State University other than individuals indicated in section 1.1, 1.2, and 1.3 by any method, for any reason, over the course of the RFP process. Failure by any Proposer to observe this restriction may be cause for rejection of the Proposer's proposal.

3.4 Preparation of Proposal Submittal

Proposal responses shall be organized and submitted in hard copy form in 3-ring binders, with section tabbed and identified for each section identified in Section IV - Proposal Requirements of this RFP.

Proposal responses shall not exceed 100 pages in total (8 1/2" x 11", preferably printed on both sides of the paper), excluding separately bound booklets or publications. Unnecessarily elaborate brochures or other presentations beyond that sufficient to respond to the RFP, and beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

Wherever the RFP contains similar requests for information, proposers are not required to repeat the same details. Instead, references should be made to the specific section or location within the proposal response where the relevant information is provided. Doing so will ensure clarity, avoid redundancy, and help evaluators quickly locate the required information.

The Proposer must bear all costs associated with preparation of their proposal and any site visits or oral presentations(s) requested by Alabama State University.

3.5 Proprietary Data

All deliverable items created in response to this RFP shall be the exclusive property of Alabama State University. All proprietary information disclosed to ASU, if identified as such shall be held in confidence and used only in performance of the Contract. The Proposer shall not use, disclose, or provide to any third party any information related to such deliverables without first obtaining the prior written consent of Alabama State University.

3.6 Delivery of Proposal Submittal

Each Proposer must submit their complete proposals in sealed envelopes or boxes, and must include the following information: 1) Proposer's company name and address, 2) RFP title for which the proposal is being submitted, 3) Proposal due date.

The Proposer is responsible for the method and format of delivery and all risk to the documents until delivered completely. Proposals shall be delivered as follows:

Submit to Alabama State University:

Four (4) printed copies AND one (1) complete USB Flash Drive containing the proposal, in MS Word, Excel or PDF format, to:

ATTENTION:

Via Regular Mail

Christopher McClain
Alabama State University
Procurement Department
RFP# ASU 4040-2026 DO NOT OPEN
PO Box 271
Montgomery, AL 36101-0271

Via Courier

Christopher McClain
Alabama State University
Procurement Department
RFP# ASU 4040-2026 DO NOT OPEN
1301 West 5th Street, Room 104
Montgomery, AL 36104

PROPOSAL RESPONSES MUST BE RECEIVED AT THE ABOVE ADDRESSES

No later than November 9th, 2026 @ 2:00PM Central Standard Time.

1. Proposals received after the closing time and date, for any reason whatsoever, may not be considered. Any disputes regarding timely receipt of proposals shall be decided in favor of Alabama State University.
2. All submitted responses must be complete. If any portion of the required material is not submitted as a whole, the proposal may be deemed incomplete and not acceptable, at ASU's sole discretion.
3. Proposals may not be withdrawn or modified after the scheduled due date.
4. Alabama State University is a tax-exempt corporation (Type 501 (c) (3)). Proposers should not include taxes in their proposal.
5. It is understood by ASU that the supplies, products, or services for which proposals are sought may vary from company to company in technique and material. It is not the desire of ASU to limit requested proposals to any particular brand according to these differences. All specifications, hereinafter provided, are to be considered and construed as a general description of function, purpose, and performance of the items desired. Any use of brand names is intended only as a description of the type of product and does not restrict bidding to any endorsed product.
6. **DISCLAIMER:** ASU may, in its sole and absolute discretion, accept or reject, in whole or in part, for any reason whatsoever any or all proposals; re-broadcast this RFP; postpone or cancel this RFP process at any time, or waive any formalities or irregularities in the proposal process.
7. **Conflict of Interest:** There shall be no dealings between the Proposer and ASU which might be construed as a conflict of interest. The Proposer shall provide ASU with any and all information pertaining to dealings with ASU that might be construed as a conflict of interest.
8. Proposer must fully disclose all relatives, consultants, or any contributions that could be construed as a conflict of interest.

3.7 Effective Period of Proposal Submittals

Proposal responses shall be effective for 120 days from the date of receipt by ASU unless extended by mutual consent between ASU and the Proposer. Once submitted to ASU, all Proposal Responses shall be the sole property of ASU.

3.8 Receipt and Opening of Proposals

Proposals will be received, opened, and reviewed by ASU. Proposals will be publicly opened or read.

3.9 Award of Contract

The ASU selection committee will evaluate all proposals based upon information received, and award the Proposer representing the best overall value to the University. The Proposer should submit its best and final financial offer (BAFO). ASU is not obligated to award the bid to the Proposer with the highest financial offering or lowest interest rate, although these are important determinants. It is the sole responsibility of the Proposer to inquire about any sections of the RFP process that are unclear.

ASU may at its sole discretion, seek clarification from any Proposer regarding proposal details and may do so without notification to any other Proposer.

3.10 Bid Award

ASU's sole decision to award the bid will only be made at the conclusion of a mutually satisfactory contract negotiation between the University and the Proposer. The University reserves the right, at its sole discretion, to award or reject a bid response for any reason and to modify the timing of the award. Bid responses may be rejected by Alabama State University if they reflect omissions, alterations of forms, additions not called for, conditions, limitations, unauthorized bids, or other irregularities of any kind, as determined by the University. Any special requirements needed by Proposer(s) to commence services must be listed in the proposal response and identified in their table of contents.

3.11 Negotiation with Proposer(s)

The University reserves the right to negotiate and hold discussions with Proposer(s) as necessary to protect its own interests. However, Alabama State University may award a contract based on initial offers without discussion of each offer and reserves the right to reject any and all proposal responses received, waive minor technicalities, and will be the sole judge as to whether the Proposer(s) response has or has satisfactorily not met the requirements of this RFP.

Accordingly, Proposer(s) should offer their most favorable terms from a price, service and technology standpoint. The successful Proposer(s) will be selected based upon fulfillment of the RFP requirements and taking into consideration quality of product, service, past performance, reputation, and being able to reach a mutually agreed upon final agreement in the best interest of the University.

3.12 Ethics in Contracting

By submitting their proposals, all Proposers certify that their proposal responses are made without collusion or fraud and that they have not offered or received any form of compensation or inducement from any other Proposer, supplier, manufacturer or subcontractor in connection with their proposal response, and that they have not conferred on any ASU employee past or present, any payment, loan, subscription, advance, deposit of money, travel, services or even items of a nominal value, present or promised.

3.13 Independent Contractor Relationship

The Proposer and ASU mutually understand and agree that it is the intent of both parties, that an independent contractor relationship will be established under the terms and conditions of any resulting agreement; that employees of the Operator (awardee) are not nor shall they be deemed to be employees of

Alabama State University; and that employees of ASU are not nor shall they be deemed employees of the Contractor (awardee).

3.14 Use of Subcontractors

Nothing in this RFP shall be construed as creating any Contractual relationship between any Proposer, subcontractor, and ASU. Subcontractors will be permitted to perform services under the Contract only with prior authorization from ASU's VP of Facilities Management. The successful Proposer is responsible for the performance of any subcontractor under its control. Subcontractors must meet the same contractual requirements and work rules as the Contractor.

3.15 Insurance Requirements

Contractor shall purchase and maintain insurance coverage with limits that will protect Contractor and ASU from any and all claims which directly or indirectly arise out of, or result from Contractor's operations under the contract whether such operation, or performance, be by Contractor or Contractor's agent's or any subcontractor engaged by Contractor or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable. Contractor shall maintain minimum insurance coverages as outlined below:

I. Commercial General Liability including products liability and completed operations liability (including \$5,000,000 umbrella/excess liability coverage and contractual liability):

- General Aggregate - \$5,000,000 (Other than Products/Completed Operations)
- Products/Completed Operations Aggregate - \$5,000,000
- Personal and Advertising Injury - \$1,000,000
- Each Occurrence - \$5,000,000

II. Automobile Liability for owned, hired, and non-owned vehicles:

- X Bodily Injury and Property Damage \$1,000,000 (each accident)

III. Workers' Compensation and Employers' Liability (State of Alabama statutory limitations apply)

- Employee Dishonesty - \$500,000

IV. Liquor Liability - \$1,000,000

V. Cyber Liability Insurance - \$2,000,000

The Certificate of Insurance must include ASU and its officers, trustees, agents and personnel as "additional insureds" on its general liability policy to the extent ASU is liable for losses arising out of the performance or non-performance of Contractor's services and other obligations described in this Contract. Any changes to insurance should be immediately reported to the Assistant VP of Procurement.

Indemnification: Contractor shall indemnify, defend, and hold harmless ASU, its trustees, officers, agents and employees (collectively, the "ASU Indemnities") from and against any and all losses, liabilities, claims, actions, damages penalties, fines or expenses (including without limitation, reasonable attorney's fees), incurred by or alleged against any of the University Indemnities arising out of, resulting from or in any way connected with any negligent or other wrongful act or omission of Contractor, its agents, employees, officers or contractors.

All other insurance reasonably required by Alabama State University.

Insurance requirements will be dictated by ASU's Vice President for Business and Finance or Director of Human Resources. Contractor shall provide ASU's VP of Business & Finance, Alondrea Pritchett a certificate or certificates of insurance, evidencing these coverages for approval (please see below for complete address information) and will include:

- a) Full name of insured
- b) Name of insurance company providing coverage
- c) Type of insurance (e.g., Commercial General Liability, Worker's Compensation, Automobile) and limits.
- d) Policy number and effective date
- e) Date and description of operation
- f) Alabama State University, as "additional insureds," as specified above.
- g) A thirty-day prior written notice provision in the event of cancellation, reduction, or other material change in any coverage.
- h) In the event that any service under the Agreement is to be rendered by persons or entities other than Contractor's personnel or agents covered under its insurance policies, Contractor shall arrange to furnish ASU with evidence of insurance for such persons or entities subject to the same terms and conditions set forth above and applicable Contractor prior to commencement of service by such person(s) or entities.

The certificate of insurance must be sent to: Ms. Alondrea Pritchett, VP of Business & Finance, 915 S. Jackson St., Montgomery, AL 36104. The VP of Business & Finance may also randomly request a copy of the Certificate of Insurance.

3.16 Changes in Scope of Services

ASU reserves the right to change, add to, or delete any part of this RFP during the stated bid timeline of events. Additions, deletions, or modifications to the original RFP could result in RFP addenda, which will become an integral part of the RFP and/or Proposer proposal. ASU may decide to award a contract for services less than or beyond those services specified in the scope of the RFP.

3.17 Governing Law, Jurisdiction and Venue

This RFP shall be governed by and construed in accordance with the laws of the State of Alabama. With respect to any action relating to this RFP, the Proposer accepts the exclusive jurisdiction of the State of Alabama and agrees that venue shall lie exclusively in Alabama.

3.18 Release of Information and Advertising

Proposer(s) shall not, without the prior written consent of the University: (a) use the name of Alabama State University; (b) make any news release, public announcement, denial or confirmation of all or any part of the subject matter of this bid document or the ensuing contract, or any phase of any program hereunder; or (c) in any matter advertise or publish the fact that the University has entered into a contract, or is a customer of Proposer(s).

3.19 Confidential Information

All deliverable items developed in response to this RFP shall become the property of the University, and Proposer(s) shall have no right, title or interest therein. Proposer(s) shall not use, disclose or furnish others with any information relative to such deliverable items without first obtaining the express prior written consent of the University.

Except as otherwise provided for below in this paragraph, all information that Alabama State University discloses to Proposer(s) in conjunction with this RFP, and all University-related information which the Proposer(s) are exposed to during the RFP process, shall be maintained by Proposer(s) as strictly confidential ("Confidential Information"). Proposer(s) shall use all reasonable efforts to maintain the Confidential Information on a strictly confidential basis, but no less than the efforts of Proposer(s) to protect their own most sensitive and proprietary information. Confidential Information shall include, but not be limited to, financial data, student data, technology data, business and marketing strategies, plans and other information, inventions, trade secrets, know-how, processes, and all other proprietary information. Consequently, Proposer(s) shall not disclose any Confidential Information to a third party without the express prior written consent of the University. Proposer(s) shall only use Confidential Information for the purposes set forth herein and shall provide the Confidential Information only to its employees on a need-to-know basis. Proposer(s) shall inform its employees of the confidentiality obligations set forth in this paragraph and that they are required to comply with such obligations. Upon the expiration of the bid process, or at any time if requested by ASU, Proposer(s) shall return the Confidential Information to ASU, or at the written instruction of ASU, destroy the Confidential Information and provide a written certification to ASU with respect to such destruction, executed by an officer of Proposer(s). In the event of a breach or threatened breach by Proposer(s) of its obligations under this paragraph, ASU shall be entitled, in addition to any other available remedies, to a temporary or permanent injunction restraining such breach or threatened breach, without the necessity of posting a bond or proving actual damages. Confidential Information shall exclude information that is generally available to the public, not as a result of a breach by Proposer(s) of its confidentiality obligations set forth in this paragraph. The disclosure of Confidential Information is subject to the Alabama Open Records Act.

3.20 Compliance with Government Laws and Regulations

Proposers shall comply with any applicable laws and government regulations.

3.21 Execution of Contract

The Proposer to whom the Contract is awarded shall, within ten days after the prescribed documents are presented by ASU or its designated representative for signature, execute and deliver to ASU or its designated representative the Contract including those items added or deleted during negotiations, satisfactory evidence of all required insurance coverage, and proof satisfactory to Alabama State University of the authority of the person(s) executing the Contract. The above documents must be furnished executed and must be delivered before the Contract will be executed by ASU. The Contract shall not be binding upon ASU until it has been executed by ASU and a copy of such fully executed Contract is delivered to the Operator.

4. PROPOSAL REQUIREMENTS

4.1 Introduction

ASU requests that the Proposer submit complete information in their offer pertaining to the services described in this RFP. Proposers should respond carefully considering Section 2.0, Description of Food and Beverage Operations. It should also be noted that important instructions on the proposal submittal are included in Section 3.0, Proposal Guidelines.

The Proposer is asked to submit a proposal comprising several components as described in sections 4.3 and 4.4, below. ASU will evaluate the respective advantages and disadvantages of the operational and financial proposals as the institution determines which proposal would afford the greatest benefits to the ASU community.

Proposers are required to address all base proposal requirements stated in this RFP. Proposers may submit an optional proposal only after addressing the RFP's minimum requirements. Optional proposals will not be scored by ASU but will be read and taken into consideration.

All materials and forms that need to be completed are noted in this section.

4.2 Form Submittals

Acknowledgment of Addenda Form - Completed and submitted to Consultant upon receipt of RFP addenda.

4.3 Management and Organizational Proposal

This section of the proposal should present key elements of the Proposer's organizational structure, as listed below.

4.3.1 Proposer Experience and References

Experience

Provide a list of no less than five (5) examples of college and university foodservice contracts currently or previously operated by the Proposer. The following information shall be included in each: 1) School name and address, 2) Contact name (client contract Administrator), 3) Contact telephone, 4) Contact email address, 5) Date contract commenced, 6) Date contract completed (if applicable), 7) Number and types of students, faculty and staff served, 8) Types of meal plans offered, 9) Approximate annual food and beverage revenues (latest complete year), by outlet or service type (e.g., meal plans, retail units, catering).

References

Provide a list of no less than three (3) references of college and university foodservice contracts currently or previously operated by the Proposer. The following information shall be included in each: 1) School name and address, 2) Contact name (client contract Administrator), 3) Contact telephone number, 4) Contact email address, 5) Contact street address

4.3.2 Resources

Provide information regarding Proposer's Headquarters and Regional Office, including addresses of each Regional Warehousing Location (if applicable), address of Central Commissary Locations (if applicable), Test Kitchen address (if applicable), and anticipated support activity pertinent to ASU foodservice, as well as other capabilities relevant to ASU foodservices.

4.3.3 Management Information Systems

Detail the management information systems Proposer would employ at ASU including management reports, accounting methods, and budgetary processes. Provide samples of reports to be issued by Proposer to ASU.

4.3.4 Management Organization

Present an organizational chart that identifies how the ASU account would align with other company operations and administrative activities. Clearly show the channels of authority and communication between the ASU account and company regional and headquarters functions and personnel.

Identify an individual who will be authorized to represent the Proposer in contract negotiations with ASU.

4.3.5 Staffing Plan

Provide a narrative describing how your company would staff the various food and beverage operations at ASU, including a detailed description of the catering program. Identify sources of temporary/part-time staff the company would use to ensure ample levels of staffing for all occasions and events.

Identify full-time staff, by position and approximate hours per week that would be assigned to ASU.

Provide resumes of key management personnel who Proposer would assign at ASU (at a minimum, General Manager or Director, Assistant General Manager or Director, Executive Chef, and Catering Director).

Describe the company's policies and procedures for recruiting, hiring, training, and evaluating employees. Provide material that outlines your company's philosophies and approaches to human resource management and administration, as these would apply to ASU.

4.3.6 Transition Plan

Describe your company's proposed transition plan to this new contract. The timeline should begin 30 days out from the Contract starting date, through the first 90 days of the contract. Provide as much detail as possible on how your company plans to implement this proposal via a timeline and a written plan.

4.3.7 Sanitation and Safety Practices

Describe company practices and standards for sanitation and life safety, inclusive of ServSafe practices and HACCP plans.

4.4 Operational and Financial Proposal

Described in this section are the required operational and financial proposal components. The Proposer is asked to respond to each with a full and informative response for ASU's consideration. Upon submitting a complete proposal response, the Proposer may also submit an optional proposal. Optional proposals will not be scored but will be read by ASU and taken into consideration.

4.4.1 Food and Beverage Program

Operating plan for all outlets and services at ASU, as described in RFP sections 1.0 and 2.0. Provide a detailed description of the following, including proposed menus, services, and concept descriptions for each service or location listed below:

- └ Shuttlesworth Dining Hall
- └ Faculty Dining
- └ Subway
- └ Chic Fila
- └ Prime Grill
- └ Concessions – Sports (Some exclusions will apply)

For each service or location address proposed menus, theme, decor, special promotions, merchandising, special services, and other notable features.

Submit proposed menu prices and portions for each service or location. Submit a four-week sample of cycle menus proposed for breakfast, lunch, brunch, and dinner service as applicable to the RFP's required operating hours at each venue listed above. Indicate those items that will be offered continuously and those that change out with each menu cycle. Indicate proposed operating hours, taking in consideration the minimal requirements stated in this RFP.

For catering provide a full sample catering menu with pricing addressing the full range of catering services required at ASU; from small coffee breaks and student group events to large full formal dinners. Include a no-frills student group catering program with menus and pricing conducive to their limited budgets.

Identify proposed operating days and hours for each service or location, if different from what is shown in Section 2.4.

4.4.2 Financial Proposal

Financial performance: Present the Proposer's estimates of annual results over the 10-year contract term, reflecting the following as appropriate for each year:

- └ Projected annual profit/loss from operating ASU foodservices
- └ Guaranteed annual commission dollar amounts or percentages to be submitted by Contractor to ASU
- └ ASU will not issue price overrides to any vendor as a term of commissions and /or rebate, nor will the University allow the selected vendor to obtain a semester pre-bill beyond the first initial semester

Proposer's financial proposal must be submitted in the MS Excel workbook provided in Attachment 1. Page one of the workbook includes full instructions for completing the financial proposal. Provide a detailed list of assumptions that would easily walk the proposal evaluation team through the Proposer's logic and methodology for deriving its financial proposal figures.

Identify the company's financial offer, specifying at a minimum:

- ⌞ Commissions, income or revenue to be received annually by ASU. Describe very specifically how such income would be computed. Identify whether the formula would change over the 5-year contract term, whether incentives would reward the parties for exceeding forecasts, and other considerations. ASU will have a right-to-audit financials, POS transaction data, and gross receipts annually.
- ⌞ Point-of-sale hardware and software to be compatible with the ASU Declining Balance system.
- ⌞ Contingencies that would apply to the Contractor's payments to ASU, if any.
- ⌞ Capital investment plan for all renovations as mutually agreed upon.

The items above must be provided for the base proposal and for any optional proposals the Proposer elects to submit.

4.4.3 Physical Improvements and Alterations

Any proposed renovations must include drawings or renderings indicating the proposed layout for the renovations, including a project timeline, a detailed budget for the project, and must be mutually agreed upon between the client and the customer (ASU).

The goal of any renovation must yield an increase in customer appeal and lead to higher transaction counts and check averages. Provide a detailed cost estimate and description of proposed facility changes, both front and back of house, including alterations to foodservice equipment, furnishings, finishes, décor, millwork, signage, and lighting.

Provide assumptions in increased customer satisfaction and the positive changes that would be realized in customer counts, average check, work efficiency, overall cost savings, meal plan participation, etc. Contrast these changes to the assumptions in your base financial assumptions reflected in the Excel financial workbook.

Should the University choose to expand its campus footprint in alignment with future growth plans, the revenue-sharing percentages will be determined through mutual agreement.

5.0 Summary of RFP Evaluation & Selection Criteria

- ↳ **Revised Board Rate:** ASU will propose a competitive board rate structure that increases institutional revenue while maintaining affordability.
- ↳ **NIL & Student Development Support:** Vendor must support Name, Image, and Likeness (NIL) initiatives including athletic training tables, fine dining experiences, and etiquette training.
- ↳ **Meal Plan Structure:** ASU will implement two meal plans: **Flat 19-Day Plan** and **Commuter Plan**.
- ↳ **Summer Camps & Programs:** ASU will establish flexible, institution-controlled rates for camps and programs.
- ↳ **Catering Services:** Vendor must include both internal and external catering.
- ↳ **Vending Operations:** Vendor must include vending services within contract scope.
- ↳ **Financial Investment:** Vendor must provide strong upfront and multi-year commitments.
- ↳ **Operational Capacity:** Vendor must demonstrate adequate staffing and service capability.
- ↳ **Dining Variety:** Vendor must offer diverse and culturally relevant dining options.
- ↳ **Technology Integration:** Vendor must support modern dining systems and reporting.
- ↳ **Facilities & Capital Improvements:** Vendor must outline upgrade and maintenance plans.
- ↳ **Compliance & Accountability:** Vendor must adhere to contractual and reporting requirements.

Evaluation Criteria	Available Points
Company History & Experience	15
Service Structure (meal plan structure, summer camps/programs, catering services, vending, dining variety, quality control, etc.)	20
Financial Proposal (board rate, meal plan costs, investment, NIL, compliance/accountability, etc.)	30
Technology Integration	15
Staffing Plan (Operational Capacity)	10
Sustainability	5
Innovations / Added Value (Facilities / Capital Improvements)	5
TOTAL AVAILABLE POINTS	100

APPENDICES

Appendix A

- └ Acknowledgment of Addenda form

ATTACHMENTS

- └ Attachment 1 Campus Map

APPENDIX A

ACKNOWLEDGMENT OF ADDENDA

This form is used by the Proposer to acknowledge receipt of addenda that may be issued in relation to the subject RFP.

This form must be maintained cumulatively by the proposer, and whenever an addendum is received by the proposer, the number is entered on this form and a copy of it is then sent by email to:

Mr. Christopher McClain,
Assistant Vice President of Procurement
P.O. Box 271
Montgomery, Al. 36101

Phone: 334-229-6997
Fax: 334-229-5954
Email: cmccclain@alasu.edu

Alabama State University Dining Services RFP# 4040-2026

Addendum No. _____ Signature _____ Date _____

Addendum No. _____ Signature _____ Date _____

Addendum No. _____ Signature _____ Date _____

Addendum No. _____ Signature _____ Date _____



Proposer Required Submittal Forms

Proposer Information

Proposer (Company) Name :	Formerly :
Mailing Address :	Street Address :
City, State, Zip :	City, State, Zip :
Type of Entity : (circle one)	
<i>Corporation</i>	<i>Partnership</i>
<i>Proprietorship</i>	<i>Joint Venture</i>
Contact Person :	Title :
Email Address :	Website Address : www.
Telephone Number:	Toll Free Phone Number :
Fax Number :	Cell Phone Number :
Federal Employer Identification Number (FEIN):	SSN (if Sole-Proprietorship or Partnership): <i>Only required if FEIN is not provided</i>
Incorporated in the State of :	Year :
License # :	

This form must be included in your proposal to fulfill the requirements.

PROPOSED STUDENT MEAL PLANS

SUGGESTED MEAL PLANS (STUDENT/RESIDENTIAL)	DAILY RATE INCLUSIVE OF COMMUTER PLANS & COMMISSION	AMOUNT OF COMMUTER PLANS PER MEAL PLAN
NAME OF MEAL PLAN:	DAILY RATE:	COMMUTER PLANS PER SEMESTER PER PLAN TYPE:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

- ☐ ASU will not issue the price over-ride to any vendor as a term of commissions and /or rebate, nor will the University allow the selected vendor to obtain a semester pre-bill beyond the first initial semester.

REVENUE/INCENTIVES/SCHOLARSHIPS/NIL SUMMARY FORM

PROPOSED	PROPOSED \$
1. Guaranteed Minimum \$ per year	\$
2. Percent Commission to Alabama State University from Gross Receipts <i>(Provide formula(s) that will be used to determine gross revenue.)</i>	Retail %:
	Concessions %:
	Catering %:
	Summer Programs %:
	Conferences %:
3. Guaranteed \$ amount in Scholarships	\$
4. List Donations & Sponsorships: (Identify additional incentives and funds)	\$
	\$
	\$
	\$
	\$
	\$
5. Facility Improvement Investment	\$
6. Technology Investment (Atrium Campus)	\$
7. NIL Contributions	\$

☐ **Note: Proposers may add a second page of the “Proposed Revenue/Incentives/Scholarships Summary Form” if needed.**

GENERAL MANAGER

General Manager’s Name:

Include up to five (5) similar projects in which the proposed General Manager has served in the capacity of General Manager during the past ten years (10) years.

Project Name:

Company/Owner:

Completion Date:

Address:

Contact Person:

Phone Number:

Email:

Summary of Work:

Project Name:

Company/Owner:

Completion Date:

Address:

Contact Person:

Phone Number:

Email:

Summary of Work:

Project Name:

Company/Owner:

Completion Date:

Address:

Contact Person:

Phone Number:

Email:

Summary of Work:

Project Name:

Company/Owner:

Completion Date:

Address:

Contact Person:

Phone Number:

Email:

Summary of Work:

This must be included in Section 4.3.5 of your Proposal to fulfill the requirements of page 29, section 4.

Disputes Disclosure

Summary of Litigation

Answer the following questions by placing an “X” or “√” in the box after

“YES” OR “NO”. If you answer “YES”, please explain via attachment.

Disclosure can be limited to the regional/district office which will be supporting this contact.

Yes ☐ No ☐	Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five (5) years?
Yes ☐ No ☐	Has your firm, or any member of your firm, been declared in default, terminated, or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years? If yes , indicate company name, and telephone number, length of service provided, and reason of early cancellation/termination of contract.
Yes ☐ No ☐	Has your firm had filed against it, or filed any requests for equitable adjustment, contract claims, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

By submission of this form, proposer certifies that all statements made are true and agrees and understands that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement.

Proposer:

References

Client Name / Address	Contact Person	Telephone & Fax Number	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
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	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	

Please Include Email Addresses!

Verify all email addresses prior to submittal to ensure they are up to date!

This form must be in Section 4.3.1 of your Proposal to fulfill the requirements of page 28.

Minority / Woman-Owned Business Statement

Type of Business: Check all that are applicable:

- ☐ **“African-American”** includes persons having origins in any of the black racial groups of Africa.
- ☐ **“Hispanic American”** includes person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.
- ☐ **“Native American”** includes American Indians, Eskimos, Alaskan Indians, Aleuts, and Native Hawaiians.
- ☐ **“Asian-Pacific Americans”** includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.
- ☐ **“Asian-Indian Americans”** includes persons whose origins are from India, the Indian Sub-Continent, and Pakistan.
- ☐ **“Woman-Owned Business Enterprise”**

Note: MBE AND WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which is at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly-owned business, at least fifty-one percent (51%) of the stock is owned by a minority or woman. The minority or woman ownership must exercise actual day-to-day management and control of the business.

Company Name:

Certified by (name of Public Entity, if applicable)

Certificate Number:

Attach a copy, please.

Alabama State is required to report MBE/WBE expenditures to the State of Alabama’s Office of Supplier Diversity (OSD) on an annual basis. The report includes a supplemental list of firms who have indicated that they are owned by a woman or minority, but have not been certified by OSD, although they may be certified by other public entities.

ASU requests that MBE/WBE owned firms complete this page and include it with the submittal in Section 1.4

For reporting purposes only.

Statement of No Proposal

If your company does not intend to propose on this procurement, please complete and return this form prior to the date shown for receipt of proposals via fax to 334-229-5954, or via email to cmcclain@alasu.edu or mail to:

Alabama State University
Attn: Christopher McClain
AVP of Procurement & Supply Chain Operations
P.O. Box 271
Montgomery, AL 36101

We, the undersigned, have declined to propose on the above referenced RFP for the following reason(s):

- ☐ Scope of Work or Terms & Conditions are too “restrictive” *(please explain below)*
- ☐ Unable to meet requirements *(please explain below)*
- ☐ RFP was unclear *(please explain below)*
- ☐ Insufficient time to respond *(please explain below)*
- ☐ We do not offer this type of service or equivalent
- ☐ Our employee man loading would not permit us to perform
- ☐ Unable to meet bond or insurance requirements
- ☐ Other

Remarks:

☐ **Remove us from your Vendor Database**

Company:		Date:	
Signature:		Printed Name:	

**Failure to submit either a proposal or a Statement of No Proposal
shall be cause for removal from the vendor database.**

Proposal Submission Checklist

This checklist is provided to assist in the preparation of a proposal. It includes important requirements which are the responsibility of each proposer to ensure that a fully compliant proposal is submitted. This checklist is only a guideline. It is the responsibility of each proposer to read and comply with the RFP in its entirety.

Check (✓) each of the following when accomplished:

- ☐ Outside of box is marked accordingly: **RFP #ASU 4040-2026** for Dining Services, Due Date: November 9th, 2026. If hand-delivering the submittal, use the form provided on the website.
- ☐ Electronic copies are included in the front-inside pocket of each binder.
- ☐ Box is sealed with tape.
- ☐ The final Addendum (if issued) is signed and included.
- ☐ *Proposer Information* form is completed and included in Section 1.
- ☐ *Proposed Residential Student Meal Plans*.
- ☐ Pricing & Revenue/Incentive/Scholarship Summary form is completed and included in Section 4.
- ☐ W-9 form is complete and included in Section 1.
- ☐ Drug-Free Workplace form is signed and included in Section 1.
- ☐ General Manager Form completed and included and in Section 12.
- ☐ Disputes Disclosure form is completed and included in Section 13.
- ☐ References are included in section 15. *All references have been informed that they listed as references and may receive a 1-page questionnaire.
- ☐ Minority and Woman-Owned Business Declaration form is enclosed in section 1, if applicable.

This page is for your information only. It does not need to be submitted with your Proposal.