

# University of North Alabama

*Request for Proposal*

**RFP2025-02**

*Operation of*

## **Campus Dining Services**

Released: October 28, 2024  
Proposals Due by December 10, 2024

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## I. PURPOSE

The University of North Alabama (UNA) is seeking proposals from qualified contractors to enter into an Agreement to manage UNA's Campus Dining Services beginning June 1, 2025. The overall goal in soliciting a Contractor to provide dining services is to invest and enhance ways to improve upon the level and quality of food services provided, financial effectiveness, services and customer satisfaction on campus. Products, prices, and services must promote confidence that the University community is obtaining the best possible combination of quality, customer service and price. It is the intent of the University to provide a qualified contractor with the opportunity to be profitable, but not guarantee profitability through the exclusive use of mandatory meal plans. The University desires a contractor that can demonstrate their willingness and capability to take an aggressive independent role in marketing and promoting sales growth, along with a record of continuous quality improvement.

This Request for Proposal (RFP) includes instructions for submitting a proposal, the procedure and criteria by which a proposer may be selected, and the contractual terms by which the University of North Alabama, herein referred to as the "University", intends to govern the relationship between it and the selected Contractor.

## II. GENERAL UNIVERSITY INFORMATION

The University of North Alabama, established in 1830, is the oldest public 4-year university in the state with a fascinating story to tell. Educational excellence is sought and is thriving on our campus of over 130 acres nestled within the rich cultural heritage of the Shoals region of Alabama. Today the University is an accredited, comprehensive regional state university offering over 300 degreed programs and concentrations. Our beautiful campus is positioned adjacent to a residential historic district and a vibrant downtown area of Florence –Alabama's Renaissance City and the Shoals Region of Alabama renowned for its rich tradition in art and music. Lions Athletics operates 14 collegiate programs in NCAA Division I's ASUN Conference. UNA teams have collected more than 40 conference championships, dozens of No.1 national rankings and 7 national titles.

The campus supports over 980 employees and a current enrollment of more than 10,500 full and part time students, with around 5500 students and over 800 employees physically in and around campus each day. For full demographic information, please refer to the Office of Institutional Research, <https://www.una.edu/research/index.html>

There are over **1300** students living on campus. The current policy requires all residents to purchase a meal plan. First-time, full-time students are required to purchase a plan designed to support them with at least 2 full meals daily through the semester. Returning upper-classmen may choose a smaller, more supplemental, plan. Details of the existing meal plans structure can be found at <https://www.una.edu/tuition/meal-plan-information.html> .

Many factors support a strong outlook for increased student enrollment and retention. New construction of an additional housing facility is underway, adding 192 - 210 student residents by

Fall 2026. The new building will have space for the relocation of *Create* Convenience Store. See pdf files and web links associated with this RFP for more details of this space.

Approval of a full Engineering program was achieved and approved in the June 2024 Board meeting and federal funding is in place to support the addition of Engineering and Technology facilities over the next 2 – 3 years. Every college is expanding their programing, new doctoral programs in Business, Education, Nursing, Social Work, and other sciences are all underway and expanding as of Fall 2024. New undergraduate programs in Cyber Security, Engineering, Hospitality Management, and others continue to broaden the depth of recruitment opportunities for new students and strengthen the retention of existing students.

A new Athletic Complex encompassing a stadium, new baseball facilities, and expansion of athletic programming and development is under construction. More details may be found at: <https://www.una.edu/bistadium/index.html> . There are also pdf files associated with this RFP that provide the locations and floor plans for this new space.

### **III. PROPOSAL REQUIREMENTS AND SCHEDULE**

#### **A. Proposal Preparation and Submission**

Prospective Contractors are instructed to deliver 2 complete proposals (which should include 1 hard copy original, marked as such) and 1 DIGITAL copy (1 flash drive) of the proposal (only one Disclosure Statement is required), enclosed in one sealed box or other package, in a manner that assures receipt by the closing date and time. Packages must be sealed and should designate the proposal number prominently on the outer package: “**RFP 2025-02.**”

**Mailing Address: University of North Alabama  
Office of Procurement RFP 2025-02  
UNA Box 5025  
601 Cramer Way Room 119  
One Harrison Plaza  
Florence, AL 35632-0001**

All proposals must be received in the Office of Procurement, Room 119 of 601 Cramer Way, by the scheduled deadline. The RFP opening is public, but will only announce the names of the Contractors who submitted a proposal. It is the Contractors’ responsibility to ensure timely delivery of proposal.

Proposals may be withdrawn or amended at any time prior to the closing date and time.

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities and strategies to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. The University shall not be liable for any costs incurred in the preparation and presentation of proposals.

Proposal responses should be submitted in the same order as requested in the Mandatory Responses Section of this RFP. Contractors are encouraged to submit additional information

pertinent to this RFP or alternate options not necessarily requested within this RFP; *however, elaborate brochures and other promotional materials are not necessary and are therefore discouraged.*

Ownership of all data, materials and documentation originated and prepared for the University pursuant to the RFP shall belong exclusively to the University and be subject to public inspection in accordance with the Alabama Freedom of Information Act. Trade secrets or proprietary information submitted by the Contractor shall not be subject to public disclosure under the Alabama Freedom of Information Act. Any confidential or proprietary data must be clearly marked as such.

By submitting a proposal, the Contractor agrees to be governed by the terms and conditions set forth in this Request for Proposals (RFP). Any exceptions to the specifications or the Agreement Terms and Conditions presented or contained herein must be clearly identified in the Contractor's proposal. The University reserves the right to accept or reject any and all proposals or any portions thereof.

Each Vendor submitting a proposal shall fully acquaint themselves with conditions relating to scope and restrictions attending the execution of the work under this RFP. The failure or omission of a vendor to acquaint itself with the existing conditions shall in no way relieve themselves of any obligation with respect to this RFP or the contract.

Verbal communication shall have no force or effect on terms, conditions, and specifications as outlined in this RFP. The Pre-Proposal Conference is scheduled to explain campus expansion plans and answer questions about the RFP criteria and process. RFP change requests should follow strict adherence to the Proposal Schedule. Any approved changes will be communicated via an addendum to the RFP.

**Alternate Proposals**, other than the Athletic Concession Option, may be sent in a separate envelope clearly marked as ALTERNATE 2 OR HIGHER. Alternate proposals should only include the variances between the alternate and the base proposal and not a duplication of common responses or forms.

## **B. Evaluation and Award**

The University has the discretion to evaluate the qualitative as well as financial aspects of each proposal and make its selection based on what it considers to be in the best interest of the University as a whole. The award and selection of the Contractor is solely within the discretion of the University. However all decisions will be made public as evidence of a fair and equitable process of selection.

Contractors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the University and/or be invited to meet with University officials for clarification and questions. The University will schedule the time and location for these presentations. *Oral presentations are an option for the University and may or may not be conducted.*

After proposals have been reviewed, visits may be made to selected institutions under contract with the proposing Contractor(s) to assist the University in its final choice of Contractor.

Additional information may be requested after the close date and while proposals are under consideration to clarify aspects of a given submission.

The successful Contractor will be notified through an Award Letter of Intent to begin final contract negotiations.

### C. RFP Schedule

<i>Release of RFP</i>	<i>October 28, 2024</i>
<i>Pre-Proposal Conference</i>	<i>November 7, 2024 @ 2:00PM* (GUC-LOFT) (Open Discussion Session / Tour)</i>
<i>Last Date for Questions/ Proposals Due</i>	<i>November 12, 2024 (by COB) December 10, 2024/ 2:00PM* (Procurement Office)</i>
<i>Interviews/ Presentations</i>	<i>January 8 – 10<sup>th</sup>, 2025**</i>
<i>Award Letter of Intent</i>	<i>January 17, 2025**</i>
<i>Complete Agreement</i>	<i>March 5, 2025**</i>
<i>New Agreement takes Effect</i>	<i>June 1, 2025**</i>

*\*All times are in the Central Time Zone*

**\*\*Please Note:** All dates noted AFTER the Proposal Due Date noted within this schedule are subject to change. In the event that the schedule does change, all bidders will be notified by addendum, which will become part of the RFP document.

## IV. CURRENT SITUATION AND CAMPUS DINING

The existing food service contract is with Compass Chartwell and was initiated August 1, 2016 for a ten (10) year award and the option to extend annually for another ten (10) years. As part of the contractual arrangement with the existing provider, there remains an unamortized debt service of \$1,500,000.00. All parties submitting a proposal should include a payoff or re-amortization of this remaining portion within any planned response for a new agreement.

### A. Campus Information and Resources

To assist in the preparation of a proposal the following are the web site links to general campus information:

*Housing:* <https://www.una.edu/housing/housing-options/index.html>

*Campus Facts & Map:* <https://www.una.edu/about/index.html>

*Student Meal Plan Information:* <https://www.una.edu/tuition/meal-plan-information.html>

*Campus Dining Website:* <https://dineoncampus.com/una>

*MANE Card Information:* <https://www.una.edu/manecard/index.html>

*Campus Calendars:* <https://una.edu/events/pages/bldg-calendars.html>

*Academic Calendars:* <https://www.una.edu/registrar/Academic%20Calendars/index.html>

## B. Dining Plans

The current available dining plans are designed as semester block plans with dining dollars. All student residents living in traditional housing (not apartments) are required to purchase a meal plan. Meals are served in the Mane Market located between Rice and Rivers Hall.

Meal equivalencies are provided as a set-value to use at any retail venue on campus.

Dining Dollars is a declining balance tender applicable to sales at any of the Food Service Contractor locations and the Coca-Cola vending machines. Dining Dollars are purchased within traditional meal plan packages and a required fee (Currently \$175) for all full-time undergraduate students with 12 hours or more.

Block meals expire each semester and Dining Dollars roll from semester to semester expiring July 31<sup>st</sup> each year. All residual Dining Dollars remain with the University.

All dining plans and dining dollar options may be found within the links provided in section A.

It is important to note the University is open to a discussion for dining plan changes in order to support a quality program on campus. At a minimum, all plans must be predicated on the basis of encouraging participation in the interest of sustaining full occupancy and a vibrant campus life experience.

## C. Dining Facilities

*Details around all existing facilities and hours of operation may be found at:*

<https://dineoncampus.com/una/dining-locations>

Mane Market - Located between Rice & Rivers Resident Halls (called Towers). This serves as an all-access / all-you-care-to eat facility open all day offering a variety of food options from one “meal swipe” per entry. This dining area currently serves as the main dining facility for University meal plans. The dining hall is opened each year by the first week in August and remains open until Spring graduation mid-May. Also supported within this space are various after-hour pick up solutions. Reduced hours may be approved for certain times of the academic year when students are generally off-campus. Meal-equivalencies are offered as a set value at other locations on campus.

GUC Food Court – Located on main floor of the Guillot University Center (GUC), student building, in the center of campus and currently supports four (4) retail venues: Panda Express, Moe’s, FujiSan Sushi, and Lion’s Corner. The GUC dining areas support full service from the start of Fall classes throughout the academic year. The sushi concept is new as of 2024, Moe’s and Panda Express were established in 2016.

Student Recreation Center (SRC): – Located in the Student Recreation Center (SRC) is the Create convenience store and sandwich shop A variety of toiletries, snacks, grocery items, sandwiches, wraps, and other sundries are sold at this location. Late night hours and off-season access offer options to students beyond the normal hours of operation in other venues. The

location of this store will move into the new student housing concept scheduled to open Fall of 2026.

Commons Building: The Student Commons Building is located at the entrance to campus and currently contains Starbucks and Chick-fil-a. Both Starbucks and Chick-fil-a are due for a refresh of space. Both concepts were established in 2010. These concepts stay open through the weekends and all summer.

New Construction (opening in 2026): A new Athletic Complex, Bank Independent Stadium, is under construction. The complex provides for new baseball facilities and a stadium supporting football, soccer, and various other large events such as concerts, etc. More details about this venue are provided within **Alternate Option I of this RFP**.

#### **D. University Debit Card System**

The University Debit Card System, (Mane Card) is through Transact Campus and includes Transact Mobile. It is expected that the University Debit Card (Mane Card) can be used at all food service sites managed by the contractor (Athletic facilities, food carts, dining hall(s), food courts, coffee shops, etc.) as well as vending and some concessions options managed by Food Services. There is currently a partnership arrangement with Coca-Cola for the use of Dining Dollars in drink vending machines as well.

#### **E. Catering**

As the primary food Contractor for UNA, the Contractor is expected to offer catering options throughout the year. Creative, high quality menus with price sensitive alternatives combined with professional service are required. While catering is not exclusive, no outside caterers are allowed to use University kitchen spaces.

#### **F. Concessions and Snack Vending**

Some Concessions are currently managed by the Food Service vendor but not all. Due to the construction of BI Stadium an Alternate Option is included for contractor to provide a bid to manage the Concessions for all events within this venue and provide options for other venue locations.

Snack vending is currently provided by Five Star Breaktime Solutions for snacks. If a Contractor would like to manage Snack Vending, it can be included within the proposal.

In addition to regular snacks, there are currently two locations where Byte technology has been installed by the current food service provider offering freshly packaged grab and go items.

#### **G. Pouring / Beverage Vending Rights**

The University is currently under an exclusive contract with Coca-Cola for the sale of all cold beverages on campus or sponsored by the University. This agreement is in force until July 31, 2033. It is required that the food service provider honor this agreement and work with the local distributor whenever and wherever possible.

## I. Mobile Ordering

Mobile Ordering is available for all retail venues through the Transact Mobile Application.

## V. MANDATORY RESPONSES

*Proposing firms should submit the following information in the order in which it is requested in this section. A Table of Contents should be included. Any additional relevant information should be included at the end in clearly labeled sections.*

### A. Contractor Information

Provide Company information to include, but not limited to:

- Company Name; Main Office Address & Contact (include an email addresses);
- Principal Marketing and Service contact information.
- Number of years in Business
- Number of similar sized clients
- Financial statements for past 3 years (*may be marked confidential*)
- Financial rating (*may be marked confidential*)
- Provide any details of all past, present, or pending litigation or claims filed against your company.
- List any exceptions to the requirements of this Request for Proposal.

### B. Dining Plan Proposal

Submit a proposal of operation for the current facilities, Towers Dining Hall (Mane Market); the Food Court in the GUC; the Food Court in the Student Commons; and the C-Store. Suggest any additional sites; options; or opportunities not already in place that may enhance dining options for UNA students, faculty & staff. The entire plan should include, but not be limited to:

- Proposed Meal Plans; Prices; and Packages. Prices must be inclusive of sales tax (*may include discount options for faculty and staff*)
- Meals Plans suggestions for Residence Assistants (31 – 40 students) and SGA Officers (5 students)
- Proposed Concepts/ Stations/ Brands & Menu examples
- Décor & Suggested Signage
- Staffing and hours of operation proposed for each concept and dining area.
- Best methods of reducing waiting times for plan participants and /or any other initiatives to provide “best in class” service)

### C. Unique Marketing Plans

Submit unique marketing plan(s) that have been proven successful at other locations and address all aspects of dining options offered and plans for continuous growth of participation

and sales on campus. Details for engaging with each of the following constituencies need to include, but are not limited to:

- Newly enrolled undergraduate & graduate students
- Parents of newly enrolled undergraduate students
- Returning graduate and undergraduate students residing on campus
- Returning commuter students
- Parents of returning residential students
- Summer term students
- Faculty and Staff

The plan should include details of how to track effectiveness and progress. Explain the measurement tool(s) or KPI's that will allow the University and Contractor to measure/monitor quality (service, food, etc.) as well as meal plan perception and satisfaction on a month to month & year to year basis.

Goals must be measurable and relate to key categories throughout the contract. KPI's could include, but are not limited to:

- Revenue per available student
- Marketing efforts
- Student Engagement
- Health Inspections
- Food Costs
- Labor Costs
- Meal plan participation (by period, by classification, by faculty/staff, etc.)
- Survey scores
- Local purchasing
- Catering

#### **D. Space Utilization Plan**

Submit a plan for the most effective and efficient use of space across campus. This should include use of current space as well as any potential recommendations for the best use of new or additional spaces. This section should include proposed hours of operation and creative alternative options to promote use of all spaces.

#### **E. Catering**

Provide a catering plan to include price & menu options for at least three or four levels of service ranging from very casual to formal. Provide an explanation of the entire catering process and the steps taken to ensure confidence in a successful event and long term consistency of service expectation.

#### **F. Snack Vending (not required)**

If a contractor is interested in the inclusion of snack vending, please provide details to include sample list of snacks and pricing

## **G. Camps and Conferences**

Please provide a proposal for best known practices of servicing large groups during camps or conferences (example: groups sized 50-100/ 101-300/ 300-600) ON UNA'S campus and suggestions for the best way to accommodate. The proposal should include but is not limited to: Menu options, pricing, recommended set up, notification process (or lead time needed), and any specific recommendations based on experience known to facilitate good service for a large crowd.

## **H. Staffing and Personnel (may be marked confidential)**

Please submit a staffing plan that includes but is not limited to:

- i. Staffing charts for all operations including position titles, work schedules and wage rates. Provide a summary of full time employee's scheduled per week by location. All student worker opportunities should be identified as such.
- ii. Basic Employee Policies and Procedures which should include an ethics policy and training plan.
- iii. Benefit Package Summary & minimum qualifications to receive these benefits.

## **I. Nutrition Program**

Please describe in detail any types of nutrition awareness programs that would be initiated on campus and how these programs will be promoted. Examples of such programs may include programs for those with chronic dietary issues (diabetes, low-cholesterol & low sodium needs, etc.), religious diet preferences (restrictions), and various degrees of vegetarian diets. Include any support from a full or part time dietitian as well as on line or website resources.

## **J. Safety, Sanitation and Security**

Submit data to support the existence of programs your company brings to an operation with respect to providing a safe, sanitary, and secure work and dining environment. Please note the type and frequency of training programs and mandated procedures that support safety, sanitation, and security. Take further note of the University's interest in kitchen closing procedures prior to a given shut-down period. The University manages building pest control, but the contractor will need to own & manage kitchen pest control.

Provide an emergency preparedness plan for Dining Services to propose how Contractor will continue to provide food services in the event of an emergency, including how the Contractor will ensure the safety and well-being of their staff, communication with students & other stakeholders about any changes to operations. It should also outline any special procedures or protocols that will be put into place during an emergency, such as food storage and handling, and any additional resources or equipment that may be needed.

## **K. Operation Management**

The Contractor shall be responsible for the complete performance of all work under the contract and for the methods and means used in performing the contract. The Contractor is considered self-sufficient; therefore, must provide all necessary personnel, material, and supplies. Submit

details of operation management showing evidence of full autonomy which minimizes university involvement. Include explanations of operation management that ensures proper care of all inventory and kitchen equipment. Include details of expectation of university involvement.

#### **L. Business Management**

Contractor should provide a business management plan explaining experience, training plan and management of Point of Sale (POS) systems and daily operations. This should include ownership, responsibilities and level of autonomy. However, the University will have access to all sales data & dining transaction information to ensure accurate accounting on student accounts. Explain expectation from university regarding operation of systems.

#### **M. Branded Products and Proposed Licensed Concepts**

Please indicate whether or not your firm will feature any branded products in any of its concepts. If yes, please disclose those brands here and indicate what, if any, contractual or franchise commitments and the resultant financial impact (such as required facility refreshes & what year). What additional impact will result from your decision to bring that branded product to the campus; i.e., has your firm agreed to have XYZ product exclusively for a period of time? Have licensure requirements already been approved or will they have to be pursued upon contract award? Include any contingencies or assumptions for full disclosure of intent and commitment.

#### **N. Alcohol License**

The Contractor will need the ability to serve alcohol at certain catered events. Provide the process required to serve alcohol and the process to obtain & sustain a license to sell alcohol in certain venues on campus.

#### **O. Quality Assurance**

Submit a quality assurance plan that includes inspection processes, inventory management, procedures for customer complaints, periodic monitoring or service checks, etc.

#### **P. Equipment Maintenance**

Submit a plan to assure the University that all food service employees will receive initial and ongoing training in the proper use and cleaning of all University owned capital equipment and mechanical systems. This should include training details for temporary and student employees and expectation of staff.

## **Q. Financial Proposal and Contract**

The Financial Proposal should include, but is not limited to:

- Debt Service buyout, estimated at \$1,500,000,
- Commission structure,
- Renovation investments to existing facilities (Refreshes)\* as well as capital commitments supporting known expansions, such as the new housing facility,
- POS expense of at least \$77K annually,
- Any proposed equipment or small wares,
- Marketing and incentives proposed,
- any other financial incentives that would enhance campus experience, promote enrollment growth, and improve services.

*\*NOTE: Starbucks & Chick-fil-A are due for refreshes – Summer 2025.*

Any and all assumptions must be clearly identified. All requests to alter the existing structure of meal plans, dining dollars, hours of operation, venue locations, venue options, etc. must be included within the financial model proposed and clearly outlined.

The ultimate purpose of all recommendations is to increase revenue while providing the best experience and value for all students, faculty, and staff.

Under the Code of Alabama §41-4-170-176 the University has the authority to use Cooperative Purchasing Agreements when they are in the best interest of the University and have been vetted in a competitive process. Contractors may choose to include options under a purchasing agreement if it is advantageous to do so.

## **R. Certificate of Insurance**

Include evidence of existing insurance or a commitment to satisfy all insurance requirements outlined in the terms and conditions.

## **S. References**

Include a list of colleges and/or universities where the bidder is currently operating and managing a campus food operation. The list should contain the sales volume(s) and history of operation, a current name and telephone number of the university contract administrator/liaison officer for each food service operations, as well as contact information of the Chief Business Officer of each university listed.

## **VI. GENERAL CONTRACT TERMS AND CONDITIONS**

### **A. Applicable Laws and Courts**

The University of North Alabama is a body corporate of the State of Alabama and as such is subject to all applicable Federal and State laws governing such entities of the State. These laws include but are not limited to applicable Freedom of Information Act, the State Public Record laws, State Bid Law, and the State Ethics Act. Contractors are and will be expected to govern their conduct accordingly. This contract shall be governed in all respects by the laws of the State of Alabama with venue in Lauderdale County and the City of Florence, Alabama.

### **B. Management and Personnel**

- i. Friendly service is expected at all times.
- ii. The Contractor will maintain an adequate staff on duty at the University at all times to ensure a quality dining service operation. In order to maintain a high quality of service, the Contractor will be responsible for providing expert, experienced, and qualified personnel for administration and supervision, menu planning and dietetics, production, purchasing, service, sanitation, marketing, and equipment consulting both on campus and at the Contractor's corporate level.
- iii. The Contractor will have the capability of and be financially responsible for complying with all applicable federal, state, and local laws and regulations regarding the employment, compensation, and payment of personnel. This includes, without limitation, unemployment insurance, worker's compensation, and other taxes, health examinations, permits, and licenses. The Contractor shall act as an independent Contractor, and not an agent of the University, in all aspects of any management and operational duties and responsibilities in its delivery of the University's food services.
- iv. The University will have the right to conduct interviews of proposed candidates for the Contractor's campus General Manager position and review the Contractor's final recommendation before an appointment is made. The University reserves the right to interview the proposed candidates for all site managers and have an active role in the final decision. The Contractor will not transfer or change the General Manager unless sixty (60) days advance notice in writing is provided to the University and a suitable replacement is on-site.
- v. The Contractor is responsible for the on-campus behavior of all its employees. Contractor's employees will abide by all rules and regulations which govern the University' employees. Infraction of those rules and regulations may result in the University requesting that the individual no longer be employed at the Contractor's University account.
- vi. The Contractor is encouraged to employ University of North Alabama students, when possible. Student employees of the Contractor are not to be paid less than the federal minimum wage.
- vii. As a courtesy and to assure that there is a known contact in charge for the Contractor in an emergency, the Contractor will notify the University Controller when the General Manager is to be out of town and who has authority to make decisions in his or her absence.

- viii. Contractor will manage pest control and kitchen cleaning, up to & including hood cleaning.

### **C. Equipment- Inventory Procurement and Repair**

- i. The University will provide and make available existing furniture, fixtures and equipment currently associated with the Food Services Premises. The Contractor will provide all service wares, including kitchen utensils, china, glassware, silverware, linens, and other needed service wares. Upon termination and contract award an initial inventory of expendable and non-expendable supplies and service equipment will be verified and established as a minimum. The Contractor, through the life of and termination of this Agreement, shall maintain such minimum or par stock levels as a cost of doing business. At termination of contract all equipment, wares, utensils, china, glassware, cutlery, linens, etc. will become the property of the University.
- ii. The University will provide existing office space. The Contractor will be responsible for maintaining such space in good condition and repair. The Contractor at its own expense will furnish any additional office furniture not included in the current offices.
- iii. With respect to the equipment provided by the University (see Attachment III) the University makes no implied or express warranties, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Unless otherwise specifically agreed, all University equipment offered for Contractor's use will be supplied in "AS IS" condition.
- iv. Upon termination or expiration of the Agreement, the University will conduct a physical inventory of all non-expendable supplies and capital equipment. At that time, the Contractor will surrender the facilities and non-expendable supplies and equipment to the University in as good condition as at the start of the Agreement, excepting ordinary wear and tear and loss or damage by fire, flood, and other perils covered by extended coverage insurance. The inventory must be equal to the original inventory plus any additional (not replacement) equipment provided during the life of the Agreement.
- v. The un-depreciated value of additional capital equipment (purchased by the Contractor and listed and agreed to by the University) at the time of a transition would be purchased by the new Contractor or the University. Depreciation will be straight-line method over ten years.
- vi. The Contractor, at its cost, will provide any office machines necessary for the management of the dining service operation including computers (and software), printers, facsimile machines, copy machines, etc.
- vii. The Contractor will be responsible for the proper use and care for the equipment and facilities it is assigned and/or uses in the performance of its daily duties as specified by the equipment manufacturers. The Contractor will be responsible for performing first level (operator) preventive maintenance on all equipment, fixtures, furnishings, and building components.
- viii. The Contractor will provide, at its own cost, any other equipment not provided by the University that the Contractor deems necessary to implement its unique concepts. The installation of permanent Contractor or supplier owned equipment will require the prior written approval of the University.

- ix. The Contractor will be responsible for repair and maintenance of all University owned equipment. The cost of these repairs will be paid by the Contractor. Any capital replacements may be purchased by the University, except where it has been determined by the University that damages were due to contractors' negligence or an event under its direct control and responsibility. All equipment purchased or furnished by Contractor will remain at the University and become University owned equipment upon contract termination.

#### **D. Debit Card (Mane Card) Equipment and Support**

- i. The University owns the POS equipment so it is transferable to the new contractor. The list of equipment may be found within the equipment list in Attachment III. The Contractor will be required to reimburse the University for the annual maintenance agreement (estimated to be at least \$77K) with Transact Campus or include an option to direct pay the annual maintenance required. Any additional terminals will be purchased by the contractor and all maintenance agreements owned wholly by Contractor. All equipment and processes must be PCI and EMV compliant.
- ii. The Contractor may choose to negotiate with the University Computer Services Department for annual technical support for the Mane Card Systems, or otherwise contract to ensure continuous operation and availability of service to UNA students.
- iii. Mane Card and all tenders associated with it (Meal Swipes, Dining Dollars, & Lion Loot) must be usable at all contractor managed food service sites and facilities.

#### **E. Food and Other Supplies**

- i. The Contractor will be responsible for all costs (as a part of doing business) for required food, paper, office, janitorial, and chemical supplies for the operation of the dining facilities.
- ii. The Contractor will be responsible for providing and maintaining an inventory of disposable service ware adequate to meet emergency needs should the dishwashing facilities become inoperative and paper or other disposable service is required.
- iii. On expiration or termination of the Agreement, inventories of food and expendable supplies of the Contractor will remain those of the Contractor.

#### **F. Utilities**

- i. The University will be responsible for providing and paying for electricity, gas, steam, water, sewer service, and air-conditioning, where applicable, for the food service operations.
- ii. 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.

- iii. The Contractor will assume responsibility for maximum utility/energy conservation. The 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 Dining Service 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.
- iv. The Contractor may use the University Telephone System and will pay all associated expenses, unless negotiated otherwise.

## **G. Sanitation and Safety**

- i. The Contractor will provide daily housekeeping and all major cleaning/janitorial functions along with requisite sanitation services for dedicated food service areas. In addition, the Contractor will maintain the dining room throughout the service hours to include wiping down tables, cleaning spills, emptying trash, and keeping the dining areas neat. These facilities will include, but not be limited to, production and serving areas, dining rooms, convenience stores/snack bars, refrigerators, freezers, receiving and storage, trash and garbage, employee area and rest rooms, offices, hallways, stairs, and related spaces used by the Contractor.
- ii. The Contractor will ensure that all employees are trained in the highest standards of sanitation and safety and supervised in a "clean as you go" policy that will result in a clean and orderly facility at all times.
- iii. The Contractor will develop, implement, and update cleaning and sanitation schedules for all equipment and areas as assigned, to include exhaust hood cleaning. Cleaning must be sufficient to provide protective maintenance against unnecessary deterioration, and provide a clean, neat, and sanitary appearance. Upon review and approval by the University Director of EH & S, schedules will be posted and implemented within 30 days of the beginning of the Agreement.
- iv. The Contractor will be responsible for routine cleaning of the hood exterior and interior surfaces and filters. For purposes of risk management, the University will retain responsibility for all maintenance functions for the hood and fire extinguisher system.
- v. When the Dining Service areas are closed for University holidays or shutdowns, these areas will be left in a clean and ready-for-inspection condition. Prior to seasonal shut down the University Director of Environmental Health & Safety will inspect, approve and document the conditions of each area for closure.
- vi. The Contractor will be responsible for providing, cleaning, and maintaining an adequate inventory of table linens, employee uniforms, aprons, towels, and other related dining service linens.
- vii. The Contractor will be responsible for providing food handler certificates and/or medical examinations as required by law and will make such records available for review upon University request.
- viii. Employees will be in uniform and wear a visible nametag identification at all times while on duty. Management will be appropriately dressed (but not necessarily in uniform) and wear nametag identification.

- ix. The Contractor's employees 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.
- x. All employees will receive a sanitation orientation and/or in-service training as a minimum of sanitation and hygiene requirements.
- xi. The Contractor will not allow employees to work with known illnesses (those transmitted through the air or via the food products, equipment, or other mediums), open sores, or other symptoms. Any contagious disease such as hepatitis must be reported immediately to the University Health Department.
- xii. The Contractor will be responsible for all costs and maintenance of insect and pest control in all assigned areas for production, service, and storage.
- xiii. The Contractor will comply with both present and future recycling programs as adopted by the University. The Contractor is expected to recycle or donate excess food, packaging, and other items as they comply with University policies and meet state and local sanitation and safety regulations.
- xiv. The Contractor will immediately report fires, unsafe conditions, thefts, and security hazards to the University Facilities Department. *While all incidents must be reported, emergency (verses nonemergency) situations may require the first contact be to the local fire department, however the University Police Department and the Facilities Department must be subsequently notified.* The Contractor will immediately fix and report to the University any conditions cited in any citations by local, state, or federal agencies or those identified by the University's Campus Dining Administrator for unsafe conditions to the University.
- xv. The University reserves the right to periodically conduct an unannounced inspection with or without the Contractor. Consultant inspectors for all state and local authorities and from the University will have complete cooperation from the Contractor. When state and local authorities arrive for inspection, the University will be notified and, whenever practical, will be present for the inspection. The Contractor to the University will transmit a copy of the inspection report within 48 hours of receipt. Within five (5) working days, the Contractor will provide the University with a written report of corrective action if necessary. In the event that corrective action is a joint responsibility, the Contractor will notify the University of its Responsibility in the matter and will work with the University in the implementation of such action.
- xvi. The University will furnish and maintain fire extinguisher equipment and supplies. The Contractor will notify the University immediately after any fire extinguisher use or discharge.
- xvii. The University will provide for the removal of trash and garbage taken to the designated area of each facility. The Contractor will cooperate with the University in minimizing disposal costs. Storage of refuse and recycling should be in appropriate clean containers and in unobtrusive areas of the facility, not in the production or dining areas.

## **H. Security**

- i. The University will provide general security to the campus locations occupied by the Contractor. It is agreed that the campus locations assigned to the Contractor are for use

solely to fulfill the Contractor's duties and that the Contractor will, at all times, keep University facilities secured. In the event the Contractor is required to share premises, e.g., when a cafeteria dining room is used for programming, the University will return the Dining Room to its standard of security during those times when the Contractor's portion of the facility is closed. The Contractor will be responsible for any loss or damage resulting from the Contractor's failure to provide adequate security under these circumstances.

- ii. The Contractor will be responsible for accounting for the location of any keys or locking devices provided to the Contractor at the onset of the Agreement. The Contractor will be responsible for the cost of replacement of lost keys. If the University determines that keys lost by the Contractor or its employees could compromise campus security, the Contractor will be responsible for paying all costs associated with re-keying designated locations. Prior to the commencement of the Agreement, or at any time during the Agreement term, the Contractor may request the University to re-key the facilities with the Contractor paying any costs of such re-keying.
- iii. The Contractor will be responsible for immediately reporting to the University Police Department any break-ins or unauthorized entries into the food service areas and all property losses associated therewith. The Contractor will be responsible for reporting to the University all accidents involving its staff or customers and all disputes or behavioral incidents involving staff, students or patrons that occur in or around the premises. The University will not be responsible for the criminal acts of third parties.

## **I. Marketing**

- i. Within all applicable tax codes and with sensitivity to local town and gown issues, the Contractor will cooperate with the University to regularly develop and implement advertising and promotional efforts to increase the visibility and image of the University Dining program to the faculty, staff, and students. The University will cooperate with the Contractor in promoting and merchandising services and products to attract more customers to more fully utilize all dining services.
- ii. The Contractor will be responsible for all costs associated with advertising and promotional efforts through multiple medial channels.
- iii. Advertising and promotional efforts will be coordinated through, and reviewed by, the University prior to publication and distribution.
- iv. The Contractor will maintain a University of North Alabama Dining Services website that presents a positive image of all campus dining options. The site must include current hours of operation, meal plan selections, menus, prices, specials, dining plan information and other information pertinent to dining as well as provision for customer feedback.

## **J. Food Service Committee**

A food service committee exists within the Shared Governance management. The committee meets monthly throughout the academic year. Participation and attendance by the Contractor is required. Updates are expected at each team meeting.

## **K. Nutrition Awareness**

A nutrition awareness program planned and executed under the leadership of the Contractor shall be provided as a self-education tool and shall be designed to communicate in a positive, upbeat style through a variety of informational formats, the need for a commitment to lifelong maintenance of good health through correct eating habits and physical activity. The program shall meet the following minimum requirements:

*Provision of nutritional analysis, by portion, of each menu item, to indicate amounts of calories, fat (animal and trans fat must be clearly identified), sodium, sugar, carbohydrates, etc. This information must be posted by the serving area for each food item. Availability of recipe files for customer review of nutrition information is a requirement. All products that might be medically harmful (i.e. peanuts) or violate religious dietary laws must be clearly identified at the point of service.*

## **L. Menu**

- i. Menu selections shall be planned to enable the University community clientele to meet appropriate recommended dietary allowances set by the Food and Nutrition Board of the National Research Council.
- ii. Menus shall be kept up to date and made available through multiple media channels to ensure the most visibility.

## **M. Purchasing Standards**

- i. It is a desire that the Contractor purchase and promote Alabama-grown food products whenever possible. Food products grown in Alabama can include those from the fruit, vegetable, nut, poultry, cattle, peanut, soybean, swine and aquaculture industries. Promotion should include labels that specifically indicate that the food item was produced in Alabama.
- ii. Purchase of food, supplies, and equipment shall meet requirements of the United States Department of Agriculture (USDA), Food and Drug Administration's (FDA), and National Sanitation Foundation (NSF). In the absence of grade labeling, the Contractor shall provide the University, upon request, with package labeling codes or industry accepted grade equivalent standard to verify the minimum grades specified are being provided. In addition, the Contractor must be prepared to assure the University that all of its food and supply vendors meet, if not exceed, all regulatory body laws and standards.
- iii. The Contractor shall maintain rigid procurement procedures throughout the entire process of purchasing, receiving, storing, and inventorying of all foods and direct supplies.

## **N. Preparation Standards**

- i. Cook-to-order and progressive cooking should be the normal method of operation, staggering the preparation of food whenever possible so that nutritional value, temperature, and overall quality can be maintained during serving hours.
- ii. Recipes standardized for quality, yield, cooking procedures, serving containers and utensils, and portion size shall be used to assure product and portion consistency.

- iii. Leftover foods shall be kept to a minimum, refrigerated as necessary in shallow pans after each meal, properly covered, and used promptly. All leftovers that require refrigeration shall be properly chilled and stored in one location labeled and dated and served within 48 hours as an extra selection.

## **O. Service Standards**

- i. Hot foods are to be served hot (above 135 degrees Fahrenheit) and cold foods are to be served cold (below 40 degrees Fahrenheit). Industry best practice standards should be used for thawing, chilling, and re-heating all food products.
- ii. All food shall be garnished when appropriate for attractive presentation.
- iii. Any food appearing discolored, unappealing, or not in a proper state of freshness shall not be served.
- iv. When applicable (camps, conferences, weekend brunches, etc.) any all-you-care-to-eat operations serving stations and bars are to be kept well stocked throughout each serving period. The last customer is to be offered the same range of choice as the first customer. All food items other than desserts will remain at their respective stations for a minimum of 15 minutes after the posted closing time. Desserts must remain available for a minimum of 30 minutes after the posted closing time.
- v. Food items at the servicing stations and salad bars shall be readily identifiable with attractive and individual labels.
- vi. Appropriate wrappings for grab and go foods shall be used as needed. Wrapping shall be both attractive and serviceable, and, if possible, recyclable.
- vii. 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, steam table pans, general serving and dining areas, and floors. Partially used and broken items shall be promptly removed from the serving area.

## **P. Special Diets**

The Contractor shall provide special diets for students as needed to ensure the ability to utilize meal plans. These accommodations may include restrictions tied to religious beliefs, allergies, or other. The Contractor's corporate dietitian shall assist the resident Manager in providing the diets as approved.

## **Q. Hours of Operation**

- i. Once established, hours of operation may not be changed without the express written permission from the Office of Business and Financial Affairs.
- ii. It is expected that the contractor will establish extended evening and weekend hours in its facilities to support and accommodate special events or general need of students, faculty, staff, community members, and guests and to enhance the quality of student life.

- iii. During academic recesses and holiday periods, the hours of operation may be adjusted or suspended if approved from the Office of Business and Financial Affairs.

## **R. Catering Specifications / Terms**

- i. The Contractor shall provide a catering program for University-approved functions at various locations on or near campus, as requested. This is to include but not be limited to receptions, banquets, private parties, refreshment service, carryout service, and other special events. The catering program should reflect the diverse needs of students, faculty, staff and administrators in its service menu. The Contractor will have exclusive rights to full-catering functions within the Guillot Center. All other areas on campus will be encouraged but not required to use the University Food Service Contractor. All kitchen spaces operated and maintained by the Contractor will be unavailable for an outside caterer. The Contractor is encouraged to be innovative, competitive and service oriented to promote catering outside of the Guillot Center.
- ii. Catered service procedures, operational requirements, and menus shall provide four levels of service for catering:
  - 1. Fine dining
  - 2. Standard table linen, china, and flatware
  - 3. Paper and disposable
  - 4. Pick-up/carry out (“no frills”)
- iii. A complete catering guide to menus, prices, portions servings, catering policies, minimums, additional charges, etc. shall be updated and made available on line by July 1 each year. The Contractor shall be responsible for all website updates.
- iv. The Contractor shall honor the specific commitments of menus, prices, and other arrangements made under the current contract, and known by the University, for catering service prior to beginning a new Agreement. This is to include any scheduled camps and conferences.
- v. The Contractor shall meet at least quarterly with the University to evaluate the catering program and, as necessary, make revisions to improve overall service.
- vi. The University shall control the space commitment and scheduling of authorized University catered events. The Contractor shall coordinate the menu and details of services required and advise on effective program arrangements with the individual or department requesting catering service.
- vii. The Contractor shall provide a sufficient number of qualified and trained staff to service the events, take and process catering orders, respond to inquiries, and handle all aspects of a quality catering program.
- viii. The Contractor shall identify one of its staff members, who have been trained for this type of service, as a catering manager who will be responsible for all aspects of catered events. This person's other duties should not conflict with these responsibilities.
- ix. The Contractor shall be responsible for control of admissions and collection of tickets for catered events where required by the event sponsor or host.

- x. The Contractor shall establish and maintain a regular process for evaluating a catered events' food and service quality.

#### **S. Summer Camps and Conference Requirements**

- i. Annually, upon request, the Contractor shall provide proposed rates for summer camps/conferences to the University by September 15th for the ensuing year. If requested by the University, periodic meetings shall be held throughout the year to determine the pricing format, services desired, conference schedules, numbers, dates, desired feeding locations, and any other pertinent information.
- ii. Menus may be varied to suit the clientele (such as youth or high school athletic camps, adult groups), but the meals shall be provided with services, food preparations, and presentation at a level of quality at least equal to that of the regular academic year.
- iii. Contractor is required to work directly with summer camps / conference organizers and communicate plans to the University Business Office outlining all details of the accepted plan well in advance of an event.

#### **T. Financial Reporting**

- i. Quarterly financial reports shall be submitted to the Office of Business and Financial Affairs. These reports should include, but not be limited to, sales volume by location, by plan and then tallied, transaction history, inventory status, previous quarter comparison data, and any promotional accomplishments.
- ii. The Contractor shall supply an audit certified year-end balance sheet to the Vice President of Financial Affairs within 30 days of each contract anniversary year end. Audits must be obtained from a third party firm holding no associations with the Contractor.
- iii. Commission payments as set in the Contractor's proposal shall be made monthly by the Contractor to the University and shall be paid within ten (10) days after the close of each month in which they were earned. Annual capitalization payments shall be made within the first thirty (30) days of each contract year.

#### **U. Term of Engagement**

It is the intent of the University to award an initial 10-year contract with the option to extend up to another 5 years if it is proven beneficial to the University overall. The contract will be reviewed annually and the contractor evaluated to document service and performance throughout the term of engagement.

#### **V. Termination of Contract**

- i. If the contractor fails to fulfill its obligation under this contract properly and on time, or otherwise violates any provision of the contract, the university may terminate the contract by written notice to the contractor. Prior to issuing such a notice, the University will, if appropriate, provide the Contractor with an opportunity to cure the breach within a reasonable period of time. Should the University exercise its right to terminate the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the Contractor.

Such Contractor acts applicable to termination cause may include, but are not limited to:

- Failure to meet and maintain adequate health ratings;
  - Failure to maintain required insurance coverage;
  - Failure to furnish and sustain a stable work force;
  - Failure to furnish and sustain a competent work force;
  - Failure to perform duties specified in this agreement;
  - Failure to comply with any laws;
  - Acts of dishonesty which are attributable to the contractor or its employees;
  - Submission of false or fraudulent information;
  - Failure of contractor to provide all commitments under this agreement.
- ii. The University reserves the right to terminate this contract, without cause, for the convenience of the University without penalty or recourse by giving written notice to the Contractor at least ninety (90) days prior to the effective date of such termination.

## W. Insurance

- i. The University will provide property and casualty insurance, under the University's policy, covering the Food Service areas and any fixtures and equipment owned by the University.
- ii. Specifically the Contractor must provide the following insurance:
- a. Worker's Compensation and Employer's Liability Insurance and such other insurance as may be required under applicable state statutes. At a minimum it should include:
    - Bodily Injury by Accident- \$500,000 each accident
    - Bodily Injury by Disease - \$500,000 each employee
  - b. Comprehensive General Liability Insurance subject to \$3,000,000 limits.
  - c. Property Damage Liability Insurance in the amount of \$1,000,000.
  - d. Motor Vehicle Liability Insurance with limits of \$100,000 per person, \$300,000 per occurrence, and \$50,000 property damage.
- Evidence of insurance will be required upon implementation of contract award and may be requested by the University at any time in the future.
- iii. The Contractor shall save and hold harmless the University from claims which may arise in connection with the operation of the Food Services facilities specified herein and sales of products or performance of any services under this contract or agents, or representatives, except for claims caused by the University or any of its employees, agents, or representatives, for which University of North Alabama shall deem the Contractor harmless, as allowed by Alabama State Law.
- iv. Contractor's insurance policies shall name University of North Alabama as an additional insured and loss payee, but only with respect to liability arising out of operations performed for such insured by or on behalf of the name insured, and shall contain covenants requiring thirty (30) days written notice to the University of North Alabama before cancellation, of such coverage. These policies shall be primary and noncontributing with any insurance carried by University of North Alabama.

## **ALTERNATE OPTION 1: ATHLETIC CONCESSION AND CATERING**

### **Contractors may submit a proposal for management of athletic concession and catering during events as a package option OR as an independent submission.**

If submitting independent of the main campus dining service only the required elements associated with concession and catering for the stadium are required.

The RFP Schedule outlined in section C is applicable for a proposal submission for Alternate 1 even if the submission is independent of Campus Dining.

### **1. Introduction**

The University of North Alabama is excited to announce the construction of Bank Independent Stadium set for completion by Fall 2026. In anticipation of this new facility we are seeking proposals from qualified vendors to operate stadium concessions and catering services, starting Fall 2026. Our goal is to provide an experience that is second-to-none for all attendees enhanced by high-quality food and beverage offerings. <https://www.una.edu/bistadium/index.html> .

Flowers Hall, CB&S Bank Arena, serves host to all home basketball and volleyball games as well as other student & community organized events. There are 2,188 seats and a hospitality suite on the upper west end. There is currently one concession location on the main floor in the lobby area and the catering option for Pierce Hospitality Suite. There are opportunities to add restrooms and concessions on the upper deck area in the future.

Other concession options are for Softball and Baseball. Softball hosts their games at the corner of Chisholm Road and Cox Creek Parkway.

### **2. Background and Additional Details**

Bank Independent Stadium will serve as a key venue for various University and community athletic events (including UNA football and women's soccer games) concerts, and community gatherings. It has a capacity to accommodate over 10,000 guests within the options of standard stadium seating, premium suites and clubs, and a variety of walkable standing spaces on a concrete platform surrounding the field. The university is committed to a dynamic atmosphere, it is expected the experience itself to be a very large reason for being in attendance so the quality & array of choices as well as the ease & expediency of service will be a crucial piece of this operation.

Due to various sponsorship opportunities, this venue cannot be exclusive beyond the traditional stadium concessions and premium suite/club locations. In addition, the term of exclusivity for concession may differ from the term of the standard campus dining arrangement, however bidders may propose a term that includes an amortized investment of equipment for consideration. The final contract terms of engagement may be negotiated independently of the campus dining plan. Ultimately, the University reserves the right to determine the most competitive package providing the best experience effectively and efficiently.

It would be preferred that alcohol sales be a part of the concession options wherever possible.

## **3 SCOPE OF WORK**

### **3.1 Concessions Operations**

- Manage all concession stands, including but not limited to:
  - Food and beverage preparation and sales
  - Staffing and training
  - Inventory management
- Ensure compliance with all health and safety regulations.
- Offer a variety of food & beverage options Note: The University is under an exclusive agreement with Coca-Cola for cold beverages until 2033, any contractor managing on campus must work within the terms this contract.
- Alcohol sales (optional)

### **3.2 Catering Services**

- Provide catering for 13 premium suites, stadium club, and a potential for a rooftop patio area and 3-5 endzone tailgate tent areas, for game days, special events, and private functions held at the stadium.
- Catering options for Pierce Hospitality Suite in Flowers Hall (CB&S Bank Arena).
- Develop custom menus based on the specific needs of events.
- Manage logistics including setup, service, and cleanup.

### **3.3 Financial Incentives**

- Proposals should include a detailed breakdown of financial incentive for the university based on sales revenue, or other options. Include commission structure and any capital outlay applicable.
- Outline any upfront fees, guarantees, or minimum revenue commitments, if applicable.

## **4. PROPOSAL REQUIREMENTS**

Responses should be labeled and submitted in the following order:

### **4.1 Company Profile**

- Provide an overview of your company, including history, experience, and qualifications relevant to concession and catering.
- Highlight previous experience in stadium or large-scale event concessions and catering.

### **4.2 Proposed Menu**

- Include a sample menu for concessions & for catering with pricing for all items.
- Describe any unique offerings or local partnerships with food vendors

### **4.3 Staffing Plan**

- Detail your staffing approach, including hiring, training, and management practices.

**4.4 Alcohol Sales** – Alcohol sales are not required as a part of this bid, but if a bidder plans to include this option please include this section:

- Detail the process to achieve the license to sell alcohol for general public as well as private parties in premium suites and clubs.
- Provide a sample menu of what would be offered and suggested locations.
- Provide the planned process of managing delivery and containment to satisfy all legal requirements associated with the sale of alcohol.
- Provide proposal for alcohol sales at other athletic venues including, but not limited to: CB&S Bank Arena (men's and women's basketball, volleyball); Bank Independent Stadium's Baseball Facility, Cox Creek Sport Complex (softball, beach volleyball, and multipurpose turf facility).

#### **4.4 Financial Proposal**

- Clearly outline your financial incentives which may include a percentage of revenue (commission), bonuses, and any upfront fees as well as capital investments.

#### **4.5 References**

- Provide at least three references from similar projects.

**For Drawings of the new facility layout with the concession areas floorplans refer to pdf files associated with this RFP document. For additional information regarding all spaces, contact Penny Pitts, [ppitts@una.edu](mailto:ppitts@una.edu) and Cindy Conlon, [chconlon@una.edu](mailto:chconlon@una.edu)**

**Attachment I**  
**State of Alabama**

**Disclosure Statement**  
(Required by Act 2001-955)

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ENTITY COMPLETING FORM

Agreement Number

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ADDRESS

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CITY, STATE, ZIP  
NUMBER

No index entries found.

TELEPHONE

(       )

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

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ADDRESS

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CITY, STATE, ZIP

TELEPHONE NUMBER

(       )

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This form is provided with:

Contract

Proposal

Request for Proposal

Invitation to Bid

Grant Proposal

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

Yes

No

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

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

Yes

No

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

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

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

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

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

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

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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Notary's Signature Date Date Notary Expires

*Act 2001-995 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.*

## ATTACHMENT II

### *Number of Plans Sold*

	<b>Fall 18</b>	<b>Spr 19</b>	<b>Fall 19</b>	<b>Spr 20</b>	<b>Fall 20</b>	<b>Spr 21</b>	<b>Fall 21</b>	<b>Spr 22</b>	<b>Fall 22</b>	<b>Spr 23</b>	<b>Fall 23</b>	<b>Spr 24</b>	<b>Fall 24</b>
150 Block Meals	878	757	912	807	848	739	1044	944	1050	959	900	894	962
200 Block Meals	155	111	147	129	138	94	124	103	241	186	201	155	30
255/175 Meals	12	6	23	15	11	6	16	12	30	31	286	227	38
Unlimited Meals	42	12	27	18	40	28	20	14	52	34	49	37	21
85 Block Meals	115	103	92	106	85	84	89	118	209	186	209	202	96
50 Block Meals	262	279	388	403	308	231	271	304	313	339	336	369	831
RA 50 Block	4	4	5	7	8	12	7	9	13	12	11	6	0
RA 25 Block	4	5	6	5	8	9	15	12	13	4	14	16	0
Vol 2 Block Meals	72	60	84	95	57	28	91	31	88	31	107	33	57
Vol 5 Block Meals	154	148	121	121	64	51	80	45	93	52	63	45	68
	<b>Fall 18</b>	<b>Spr 19</b>	<b>Fall 19</b>	<b>Spr 20</b>	<b>Fall 20</b>	<b>Spr 21</b>	<b>Fall 20</b>	<b>Spr 21</b>	<b>Fall 22</b>	<b>Spr 23</b>	<b>Fall 23</b>	<b>Spr 24</b>	<b>Fall 24</b>
Total Swipe Plans	1472	1277	1600	1490	1446	1203	1586	1516	1921	1751	2006	1906	1978
Total DB Plans	226	208	205	216	121	79	171	76	181	83	170	78	125
Total Plans	1698	1485	1805	1706	1567	1282	1757	1592	2102	1834	2176	1984	2103
Total Traditional	1087	886	1109	969	1037	867	1204	1073	1373	1210	1436	1313	1051
Total Upper	385	391	491	521	409	336	382	443	548	541	570	593	927
Total Voluntary	226	208	205	216	121	79	171	76	181	83	170	78	125
Mand DD Fee	4878	4324	4830	4192	4198	3607	4049	3500	4213	3675	4174	3788	4091

## SALES HISTORY

*Academic Year Totals*

<b>Campus</b>	<b>23-24</b>	<b>22-23</b>	<b>21-22</b>	<b>20-21</b>	<b>19-20</b>	<b>18-19</b>	<b>17-18</b>	<b>16-17</b>
Cash/Credit/Gift	\$945,774.66	\$927,276.11	\$787,146.42	\$405,804.88	\$615,402.43	\$804,016.00	\$853,320.58	\$858,065.00
Group Sales Non Tax	\$71,085.10	\$72,406.95	\$72,952.13	\$99,773.50	\$124,227.20	\$63,990.00	\$16,545.75	\$16,645.00
Declining Balance	\$2,257,048.39	\$2,071,315.54	\$1,869,290.76	\$1,779,070.89	\$1,852,635.74	\$2,032,018.00	\$2,295,544.42	\$2,511,642.00
Board	\$3,819,284.85	\$3,354,040.43	\$2,756,101.52	\$2,276,853.06	\$2,207,727.03	\$2,275,599.00	\$1,916,116.30	\$1,956,914.00
FujiSan Sales	\$100,362.61							
Panda Sales	\$411,917.42	\$359,225.20	\$295,040.56	\$260,240.27	\$348,521.48	\$386,089.00	\$460,825.32	
<b>Subtotal</b>	<b>\$7,605,473.03</b>	<b>\$6,784,264.23</b>	<b>\$5,780,531.39</b>	<b>\$4,821,742.60</b>	<b>\$5,148,513.88</b>	<b>\$5,561,712.00</b>	<b>\$5,081,527.05</b>	<b>\$5,343,266.00</b>
Catering Tax	\$53,314.11	\$64,131.05	\$34,921.36	\$3,242.65	\$29,655.30	\$77,989.00	\$49,459.63	\$56,606.00
Catering Non Tax	\$198,000.53	\$214,410.70	\$144,932.68	\$48,060.67	\$207,699.23	\$249,696.00	\$281,213.46	\$253,923.00
<b>Subtotal Catering</b>	<b>\$251,314.64</b>	<b>\$278,541.75</b>	<b>\$179,854.04</b>	<b>\$51,303.32</b>	<b>\$237,354.53</b>	<b>\$327,685.00</b>	<b>\$330,673.09</b>	<b>\$310,529.00</b>
<b>GRAND TOTAL</b>	<b>\$7,856,787.67</b>	<b>\$7,062,805.98</b>	<b>\$5,960,385.43</b>	<b>\$4,873,045.92</b>	<b>\$5,385,868.41</b>	<b>\$5,889,397.00</b>	<b>\$5,412,200.14</b>	<b>\$5,653,795.00</b>

### ATTACHMENT III - UNA OWNED EQUIPMENT LIST

Cnt	Location ID	Make	Model #	Serial #	Subtype Code
1	GunnCommns-01-11	BUNN	33500.0056	DUAL202324	Brewer
2	GunnCommns-01-11	THERMOPLAN	MASTRENA CS2	40-085091	Brewer
3	GunnCommns-01-11	THERMOPLAN	MASTRENA CS2	40-085940	Brewer
4	GunnCommns-01-09	CURTIS	TCTT10040	12696506	Brewer
5	GUC-02-47	Grindmaster	PB-430V2	A172520	Brewer
6		Curtis	D500GT12A097	13625897	Brewer
7		Curtis	D500GT		Brewer
8	GunnCommns-01-11	BUNN	27825.0017	RW10237384	Brewer
9	GunnCommns-01-09	GARLAND	CXPB12	1910100102165	Oven
10	GunnCommns-01-09	RANDELL	CR9039-290	W1833481-1	Cooler
11	GunnCommns-01-11	DELFIELD	406-STAR-CCT	1309152002016	Cooler
12	GunnCommns-01-11	DELFIELD	UC4048-STAR	1309152000708	Cooler
13	GunnCommns-01-11	DELFIELD	406-STAR2	1309152000886	Cooler
14	GunnCommns-01-11A	DELFIELD			Cooler
15	GunnCommns-01-11A	TRUE	TG2R	7695234	Cooler
16	GunnCommns-01-11A	TRUE	T-49F	7703697	Cooler
17	GunnCommns-01-11A	TRUE	T-49F	7703634	Cooler
18	GunnCommns-01-09	TRAULSEN	RE232N-ZCF02	T44872H13	Cooler
19	GunnCommns-01-09	RANDELL	52365WPR M	W251559-1-1	Cooler
20	GunnCommns-01-09	TRAULSEN	TSO48HT	T75278H19 (Year 2019)	Cooler
21	GunnCommns-01-09	TRAULSEN	UHT27-L	T55592H16	Cooler
22	GunnCommns-01-09	TRAULSEN	RH126W-ZCF04	T23720J12	Cooler
23	GunnCommns-01-09	TRAULSEN	UHT48-ZCF-LR	T37156D13	Cooler
24	GunnCommns-01-09	CRATHCO	CS-3D-16	Not Listed	Soda
25		Continental	SM48	15080945	Cooler
26	SRC-01-15				Cooler
27	Powell-01-0310				Cooler
28		Continental	R290		Cooler
29	Kilby-00-28				Cooler
30	GUC-01-30	Continental	DL-48G	15631817	
31	GUC-01-30	True	DL-48G	15631817	
32		Traulsen	RHT-1-32WUT	225816-84	Cooler
33		Larkin	LCA690AED	T15K08916	Cooler

Cnt	Location ID	Make	Model #	Serial #	Subtype Code
34		Traulsen	UHT27-R	T64313B04	Cooler
35		Continental	DL2RI	15670884	Cooler
36		Larkin	LCA690AB	D07A04931	Cooler
37		Larkin	LCA672AB	T15D08619	Cooler
38		Randell	W820080-1	905K-7	
39		Randell	W8071258-1	9412-32-7	
40		Avantco	360BCSS60HCW	R290 & 3.1702	Cooler
41		RPI Industries	SCAS48R-II	09186455	
42		Continental	DL60-16C	156778899	
43		Continental	SW48-BS	15574047	
44		Beverage - Air	UCR27A-24-23	12103190	
45		Wells Manufacturing	RCP7100-S	RCP711016A0004	Cooler
46		Randell	9040K-7	W762057-1	Cooler
47		Wells Manufacturing	AE2415Z-AA1AGB	0405172B0453	Cooler
48		Traulsen	RRI 2-32LUT	225818 8H	Cooler
49		Delfield	SMR2-S	1107152000976	Cooler
50		True	STM1-1S	8051609	Cooler
51					Cooler
52					Cooler
53					Cooler
54		Delfield			Cooler
55		Hoshizaki			Cooler
56	GunnCommns-01-11A	HOBART	LXEH	23-1147-937	Dishwasher
57	Powell-01-0310	Hobart	AM15T-2	3-1110-187	Dishwasher
58	Mane Mkt-GG-12	Hobart	FT1000Se	271197993	Dishwasher
59		Hobart	AM15	231189625	Dishwasher
60		Bloomfield	8802	8/15/22 x 2	Drink Dispenser
61	GUC-01-07A	McCann's	16-3172	ZNN167541J	Drink Dispenser
62		Restaurant Technologies	10941437	Not Listed (100 LB Filter Box)	Miscellaneous
63		Robo Coupe	CL52 Series E	4530133203P-04	Miscellaneous
64		Delfield			Miscellaneous
65	GunnCommns-01-09	AMERICAN PANEL	PAMH1057F	43101	Freezer
66	GunnCommns-01-09	TRAULSEN	RL132W-ZCF01	T47125i13	Freezer

Cnt	Location ID	Make	Model #	Serial #	Subtype Code
67	Mane Mkt-MM-11				Freezer
68	Mane Mkt-MM-10				Freezer
69	Mane Mkt-MM-09				Freezer
70	Powell-01-0310				Cooler
71	Kilby-00-36				Cooler
72		Bohn	LET0901F		Freezer
73		Larkin	LCE676BEWMC6B	T16H26303	Freezer
74		Randell	W948784-1	9802F-7	Freezer
75		Traulsen	RHT 1-32WUT	225815 8H	
76		Delfield	6125-S	766639-T	Freezer
77		Traulsen	ULT27-L	T02019H05	Freezer
78		Delfield	SMF2-S	1107152001563	
79		Delfield	SMF2-S	1105152000450	
80		Continental	2F	153C0075	
81	GunnCommns-01-09	HENNY PENNY	OFE-321 F	BA1308019	Fryer
82	GunnCommns-01-09	HENNY PENNY	OFE-321 F	BA1308021	Fryer
83	GunnCommns-01-09	HENNY PENNY	500C	AA1309087	Fryer
84	GunnCommns-01-09	HENNY PENNY	500C	AA1309115	Fryer
85	GunnCommns-01-09	HENNY PENNY	500C	AA1309097	Fryer
86	GUC-01-30	Pitco	Left - AW - SG14R & Right -AW - SG14R	G05GD026869 & G05GD026870	Fryer
87		Frymaster	FMJ250	Left unit - 1703GP0001 Right unit - 1703GP0002	Fryer
88		Pitco	65C + Suffix S	G16CB018646	
89		Frymaster	FPH31721SC	0608VM001,0608VM002,0608VM003	
90		Pitco	SG14	G16GC062529	
91		SouthBend	HDC-24	17F66247	Oven
92	GunnCommns-01-11	GRINDMASTER	890	I139447 0713	Grinder
93	GunnCommns-01-09	TAYLOR	075133CAFR	M6097084	Ice Cream
94		Stoelting	O231-3812F	6101304N	Ice Cream
95	Collier-01-46	Manitowoc		310376842	Ice Machine
96	Mane Mkt-MM-05				Ice Machine
97	Mane Mkt-GG-12	Scotsman	C1030SA-32B	11081320015191	Ice Machine
98	Collier-01-45				Ice Machine
99	Flowers Annx-00-08				Ice Machine
100	Flowers Annx-01-01				Ice Machine

## **POS DEVICES**

### MF4100's

- 1 in Mane Card office
- 2 in the SRC
- 1 in the OAC
- 1 in the Library by the copier
- 1 in Kilby

### MRD5's

- 16 Dining Services
- 4 in the bookstore
- 2 in Athletics (they use it along with iValidate and an ipod)...these have a license renewal each year...you must get the 2 ipads from Janae and update them with the new license number)

### PR5000's

- 1 in Library

1 - Phil Station (cash machine that accepts money for Lion Loot...needs to be cleaned out approximately every other week)

- Library