



JACKSONVILLE STATE UNIVERSITY

REQUEST FOR PROPOSAL
PREMIUM SEATING CLEANING SERVICES
AT JAX STATE BURGESS-SNOW FIELD
RFP #24-08-02-0010 - REISSUED

PROPOSALS MUST BE RECEIVED BEFORE:
2:30 P.M. CST on Friday, August 2, 2024

Proposal Delivery Address:

Jacksonville State University
Attn: Denise Hunt
Procurement and Fixed Assets
700 Pelham Rd N
324 Angle Hall
Jacksonville, AL 36265

**REQUEST FOR PROPOSAL
SIGNATURE CERTIFICATION PAGE**

Proposal Number: Jax State RFP #24-08-02-0010

Description: Premium Seating Cleaning Services at Jax State Burgess-Snow Field

Due Date: Friday, August 2, 2024 **Time:** 2:30 P.M. CST

RFP Reissue Date: Tuesday, July 16, 2024

A mandatory pre-bid meeting and walk-through will be held on Wednesday, July 24, 2024 from 2:00 PM – 4:00 PM CST. All parties will meet in the lobby of William A. Meehan Hall (adjacent to Jax State Stadium on Mountain St NW). All interested respondents are required to attend.

One (1) original and two (2) copies of all documents must be submitted in a sealed envelope. It is the responsibility of the respondent to ensure that the proposal packet arrives in the Procurement and Fixed Assets office on time. The proposal package and envelope must be sealed and properly marked with the proposal number, date and time of opening and respondent’s return address. The proposal packet should be hand delivered or sent by FedEx or UPS. No electronic copies will be accepted. Questions concerning the RFP and submission process should be submitted in writing to Denise Hunt at purchasing@jsu.edu.

Company Name: _____

Name (Type or Print) _____

Title: _____

Address: _____

Telephone Number: _____ E-Mail Address: _____

Alabama law (section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting and remitting Alabama state and local sales, use and and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with State of Alabama Act No. 2006-557 and acknowledges that the awarding authority may declare the contract void if the certification is false.

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

Signature of authorized agent: _____

Jacksonville State University Request for Proposal for Premium Seating Cleaning Services at Jax State Burgess-Snow Field

TABLE OF CONTENTS

SECTION I: INTRODUCTION 3

BACKGROUND 3

DESCRIPTION OF SERVICE AREAS 4

SECTION II: SCOPE OF WORK 5

PART A – PRESEASON CLEANING, PRE-GAME CLEANING, & POST-GAME CLEANING 5

PRESEASON CLEANING 5

PRE-GAME CLEANING 6

POST-GAME CLEANING 6

PART B – GAME DAY 7

PART C – RENTALS 7

SECTION III: EQUIPMENT 7

SECTION IV: INSURANCE REQUIREMENTS 7

SECTION V: PROPOSAL GUIDELINES 7

SECTION VI: PROPOSAL REVIEW AND CRITERIA 8

PROPOSAL SUBMISSION INSTRUCTIONS 9

ATTACHMENTS 10

2024 JAX STATE HOME FOOTBALL SCHEDULE 10

SAMPLE CLEANING CHECKLIST 11

PRICING WORKSHEET..... 12

SECTION I: INTRODUCTION

BACKGROUND

Jacksonville State University (Jax State) is soliciting formal proposals from qualified, professional cleaning companies to provide cleaning services for designated areas of William A. Meehan Hall, Loring and Debbie White Football Performance Center and the North side stadium at Burgess-Snow Field. Jax State Stadium is located on Jax State’s campus in Jacksonville, Alabama. This request for proposal has three parts: Pre & Post Game, Game Day, and Rentals.

Companies may respond to any or all of the individual parts likewise the contract may be awarded in part or in whole to one or more companies. The contract will be for one year with an option to extend the contract for two additional one-year terms upon agreement from both Jax State and vendor. The successful vendor or the University may cancel the contract or agreement by written notification with a 30-day notice. The vendor may not assign the contract associated with this RFP without prior written consent from the University.

Any violation of the contract or agreement shall constitute a breach and default of this agreement. Upon such breach, Jax State will have the right to immediately terminate the contract and withhold further payments. Such termination will not relieve the Provider of any liability to Jax State for damages sustained by virtue of a breach by the provider. Vendor must agree to accept a purchase order as contract for services with payment terms of net 30 days.

DESCRIPTION OF SERVICE AREAS

The Suites are located in Burgess-Snow Field at Jax State Stadium. There are three levels of Suites on the South side (Meehan Hall located on the 5th, 6th, and 7th floors) with a total of thirty-three (33) suites. There is one level of suites on the West side (Loring and Debbie White Football Performance Center) with a total of ten (10) suites and a club level. On the North side we have a total of fourteen (14) outdoor suites. The breakdown of the suite levels is as follows:

Premium Level	Number of Suites	Accommodations
South Side Level Five	Two (2) suites	Accommodates thirty-five (35) guests each
South Side Level Six	Ten (10) suites	Nine (9) suites accommodate twenty (20) guests, while one (1) suite accommodates sixteen (16) guests
South Side Level Seven	Twenty-one (21) suites	Twenty (20) suites accommodate twenty (20) guests, while one (1) suite accommodates forty-eight (48) guests
South Side Club Level Five	Open Floor Area	Max capacity 1026
West Side Level One	Open Floor Area	Max capacity 200
West Side Level Two	Ten (10) suites	Eight (8) suites accommodate twenty-five (25), one (1) suite accommodates Fifty (50), and one (1) suite accommodates Seventy-five (75) guests.
North Side Level	Fourteen (14) suites	Outdoor Suites

Other areas on each premium level include, but are not limited to:

- Elevator lobby areas (including exterior of elevators)
- Premium level restrooms
- Kitchen Prep Rooms
- Stairwells and landings on levels
- Interior of South Side Service Elevator
- Services Elevator Foyer and Landing South Side on level 1R (outdoor on ground level).
- Media area, media concession area, and individual media booths located on the sixth floor of South Side

There is a 1,026 person, approximately 12,000 sq. feet, Stadium Club level on the fifth (5th) floor of William A. Meehan Hall (South Side). Additionally, a 200-person Club level exists on the West Side on the first (1st) level. Areas to clean include, but are not limited to:

- Interior lounge and table seating area
- Buffet and drink station areas
- Floating shelf bars located throughout floors.
- Interior windows
- Restrooms
- Elevator lobby area (including exterior of elevators)
- Kitchen Prep Rooms
- Stadium Club restrooms

The Suites and Club levels have been decorated to provide maximum comfort in a beautifully designed environment. Some of the finishes that impact cleaning procedures include, but are not limited to:

- Carpeting throughout the suite rooms, hallways, club level and viewing areas.
- Tile in the reception areas.
- Linoleum in pantry/kitchen area
- Countertops in all suites
- Countertops and cabinets in suite hallways and on Stadium Club level
- Shelf bars located around the columns and along window viewing on Stadium Club level.
- Floor to ceiling glass windows and doors
- Two (2) coolers in each suite
- Two (2) refrigerators in each suite
- Theatre style seating inside of the suite
- Floor to ceiling cabinetry in each suite
- Concrete stairwell
- Stainless steel elevator – interior and exterior

SECTION II: SCOPE OF WORK

PART A – PRESEASON CLEANING, PRE-GAME CLEANING, & POST-GAME CLEANING

Preseason Cleaning

On Monday prior to the first home game, the cleaning service crew will clean the following, but not limited to: all suites, prep kitchens (including all prep areas and interior and exterior of refrigerators), restrooms,

stairwells, services elevator, all interior windows, and the Club levels. A more detailed cleaning list is included below. They will return day prior to first home game to inspect all suites and touch up as needed, giving special attention to dusting.

Pre-Game Cleaning

The day prior to each home game, the cleaning service crew will inspect each suite, prep kitchen, restroom, stairwell, service elevator, and the Club levels for oversights and other small touch-up cleaning which may result from maintenance crew work. Special attention must be given to dust which has collected since the thorough post-game cleaning. (Sometimes, there could be two weeks or more between home games.) Cleaning service crew should also remove any trash, cardboard boxes, etc. accumulated during servicing of suites and lockers scheduled the day prior to each home games.

Post-Game Cleaning

Immediately following each home game, the caterer will remove all serving pieces, plates, and flatware. The chosen cleaning service will be responsible for cleaning anything that may result in permanent damage if left over the weekend (spills on the carpet or tile, spills on hard surfaces, etc.), and for the removal of all trash throughout the premium areas.

On Monday following a Saturday home game or an agreed upon day of the week after a weekday home game, and any subsequent days required to complete the cleaning process, the cleaning service crew will report for post-game cleanup. The Stadium Club, each suite, media common area, all media booths, and the common areas throughout the premium areas should be thoroughly cleaned and prepared for the following home game. Cleaning tasks include, but are not limited to:

- Clean/wash trash bins in each suite and on club levels and replace garbage bags
- Clean all interior glass on the club levels, in all suites, and the glass on each suite door
- Dust all furniture, end tables, and coffee tables on club levels and in the suite common areas
- Dust all fixtures, baseboards, doors, etc. throughout the premium areas
- Clean all cabinetry and countertops in the common areas throughout the club levels and all suite levels and in each suite
- Clean the interior and exterior of all chest coolers, refrigerators, and tabletop coolers in all suites
- Vacuum
- Clean restrooms thoroughly and restock (toilet paper, paper towels, foam soap, etc.)
- Clean all reception, lounge, and elevator lobby areas (windows, dusting, vacuuming, elevator exterior, etc.)
- Clean/wipe down refrigerators and prep surfaces in all prep kitchens
- Sweep and mop all prep kitchens
- Sweep and mop the 5th, 6th, and 7th floor stairwells on South side
- Clean the service elevator, service elevator foyer, and service elevator landing on South side

PART B – GAME DAY

There should be adequate attendants on-site for each level at each home game to fulfill all required duties; a minimum of ten (10) total attendants should be present during each home game. Cleaning crew will arrive to the stadium no later than three (3) hours prior to kickoff of the home football game.

During the game, responsibilities and duties include, but are not limited to:

- Cleaning of all spills
- Cleaning of all eating surfaces throughout the premium areas, as needed
- Monitor trash (in open areas and in all suites)
- Monitor restroom supply levels
- Monitor restroom cleanliness
- Other cleaning duties, as assigned

PART C – RENTALS

In addition to game day cleaning, a separate proposal and detailed quote is requested for suites, conference rooms, and club levels cleaning after rental events. The club levels and conference rooms are available to be rented year-round, and the suites are available to be rented to their licensees throughout the year. Cleaning services would be notified immediately of any rental contracts so that proper staffing could be scheduled.

SECTION III: EQUIPMENT

The awarded cleaning service must supply their own cleaning supplies and equipment to include proper cleaning products, vacuums, and cleaning carts. Please include the specific type and brand of cleaning products that will be used in the written proposal. The cleaning service will be responsible for maintaining inventory of all supplies needed including restroom trash bags and paper supplies.

SECTION IV: INSURANCE REQUIREMENTS

Jax State requires general liability insurance in increments of \$1,000,000.00 per individual per incident with a maximum of \$3,000,000.00 per incident with three individuals involved. **Proof of insurance should be provided with proposal.**

SECTION V: PROPOSAL GUIDELINES

Please supply the following information as well as any other information which you consider helpful:

- Three references including name, address, phone number, and years of service.
- Proposed number of staff persons dedicated to the Clubs and Suites for:
 - Part A: Preseason Cleaning, Pre-Game Cleaning, and Post-Season Cleaning
 - Part B: Game Day
 - Part C: Rentals

- Listing of all equipment and supplies that you propose to use.
- Photos of cleaning service personnel uniforms
- All-inclusive price (include detailed quote) for providing cleaning services to the club levels and all suites for all Jax State home football games. **The 2024 JAX STATE home football schedule is attached.**

SECTION VI: PROPOSAL REVIEW AND CRITERIA

Proposals will be evaluated by Jax State Hospitality Services. Evaluative criteria to be considered will include, but will not be limited to the following:

- Overall compliance with RFP process
- Price of the eligible products and services
- Quality of service based on company's given references
- Prior experience in commercial cleaning
- Number of proposed staff members
- Travel distance to Jax State Stadium

Following the proposal review and evaluation process, the chosen company will be notified of the awarded contract.

For questions pertaining to this request for proposal, please email:

Ashley Lucas

Manager, Hospitality Services

aslucas@jsu.edu

For questions pertaining to the bid process, please email:

Denise Hunt, Director of Procurement and Fixed Assets

purchasing@jsu.edu

Proposal Submission Instructions

Sealed proposals must be received before 2:30 P.M. CST on Friday, August 2, 2024. The proposal package and envelope must be sealed and properly marked with the proposal number, date and time of opening and respondent's return address. It is the responsibility of the respondent to ensure that the RFP packet arrives in the Procurement and Fixed Assets office on time. **One (1) original and two (2) copies of all documents must be submitted in a sealed envelope.** To ensure timely receipt, the bid packet should be hand delivered or sent by FedEx or UPS to:

Jacksonville State University
Attn: Denise Hunt
Procurement and Fixed Assets
700 Pelham Rd N
324 Angle Hall
Jacksonville, AL 36265

Additional documentation required by the State of Alabama to be submitted with bid response:

1. Original notarized State of Alabama Disclosure Statement (form included with RFP)
2. Memorandum of Understanding as documentation of vendor registration with the Federal E Verify system
3. References (see applicable section)
4. Certificate of Insurance - General Liability and Workers Compensation
5. State of Alabama Business License (or proof of qualification to do business in the State of Alabama)
6. City of Jacksonville business license will be required from the awarded vendor. Provide a copy if currently licensed.

An award cannot be made without the above documents being submitted to the Procurement office.

The State of Alabama Competitive Bid Law requires a performance bond (or cashier's check) for any contract that includes services. A **\$2,500** performance bond or cashier's check will be required from the awarded vendor prior to a purchase order being issued. The bond funds will be returned to the vendor upon notification of the successful completion of the contract.

To streamline operations and provide more efficient payments to vendors, Jax State's preferred payment method may be moving to payment via a Virtual Credit Card (Visa Network). Please indicate your company's capabilities for accepting this type of payment. Until Jax State makes this transition, awarded vendor will be required to register for ACH payment. The awarded vendor can access and complete the Authorization Agreement for Automatic Deposit of Vendor Payments. Return completed form along with a voided check to Accounts Payable per instructions on the form.

ATTACHMENTS

- 2024 Jax State Home Football Schedule
- Sample Suites Cleaning Checklist
- Pricing worksheet
- State of Alabama Disclosure Statement
- IRS Form W-9

2024 Jax State HOME FOOTBALL SCHEDULE DATE	KICKOFF	OPPONENT
Thursday, August 29th	7:00 PM CST	Coastal Carolina
Saturday, September 21st	2:00 PM CST	Southern Miss
Wednesday, October 9th	6:30 PM CST	New Mexico State
Wednesday, October 23rd	6:30 PM CST	Middle Tennessee
Saturday, November 16th	1:00 PM CST	FIU
Saturday, November 23rd	11:00 AM CST	Sam Houston

Please note:

- (1) There is potential for home playoff games following the final regular season game.
- (2) All kickoff times are subject to be changed at any time.

SAMPLE CLEANING CHECKLIST

I. Restrooms

- _____ Clean all surfaces including countertops, sinks, and fixtures
- _____ Clean mirrors
- _____ Clean toilets and urinals
- _____ Restock (toilet paper, soap, paper towels)
- _____ Sweep and mop floors

II. Hallways/Common areas

- _____ Make sure all walls and baseboards are clean
- _____ Clean all countertops and cabinetry
- _____ Vacuum
- _____ Pick up trash on chairs and sofas
- _____ Spot clean any stains on chairs and sofas
- _____ Wipe down all prep kitchen surfaces to include prep tables and interior/exterior of refrigerators
- _____ Sweep and mop all tile surfaces in all lobbies and prep kitchens

III. Suite Interiors

- _____ Vacuum all carpeted surfaces
- _____ Pick up trash on chairs and all surfaces
- _____ Vacuum chair cushions, and spot clean any stains, if necessary
- _____ Dust all furnishings and fixtures
- _____ Vacuum under furnishings
- _____ Place chairs in order around center cocktail table
- _____ Pick up any trash by hand that the vacuum cannot get
- _____ Clean ALL windows and window ledges
- _____ Clean counters, tables, sinks and fixtures
- _____ Wipe down cabinetry
- _____ Clean inside and exterior of refrigerators
- _____ Make sure all coolers are clean and sanitized
- *This includes all chest coolers, mini fridges, and tabletop coolers
- _____ Clean glass windows and doors
- _____ Wipe down stadium seats, and spot clean any stains, if necessary
- _____ Make sure trash bin is washed and clean, inside and out
- _____ Make sure walls are clean

PRICING WORKSHEET

- Price for Jax State Football Season Cleaning (5-7 home games per season plus potential post-season games including all pregame, game time, and post-game servicing, include a detailed quote) \$ _____
- Club Rental Events (Per event including restrooms, prep kitchen, and stairwell from the rental floor only, include a detailed quote) \$ _____
- Suite Cleaning (Per suite including restrooms, include a detailed quote) \$ _____
- Conference Room Cleaning (Per room including restrooms, prep kitchen, and stairwell for rental floor only, include a detailed quote) \$ _____
- Percent of price increase for second optional year _____ %
- Percent of price increase for third optional year _____ %

Disclosure Statement Information and Instructions

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

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

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

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

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

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

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

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

Instructions

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

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



State of Alabama Disclosure Statement

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

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

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

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

- Contract
 Proposal
 Request for Proposal
 Invitation to Bid
 Grant Proposal

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

- Yes
 No

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

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
-------------------------	------------------------	-----------------

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

- Yes
 No

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

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
-------------------------	--------------------	-----------------

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

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
----------------------------------	---------	-------------------------

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

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

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

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

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

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
----------------------------------	---------

By signing below, I certify under 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

Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

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

Request for Taxpayer Identification Number and Certification

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

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

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

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

Part I Taxpayer Identification Number (TIN)

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

Social security number	
or	
Employer identification number	

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

Part II Certification

Under penalties of perjury, I certify that:

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

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

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

General Instructions

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

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

What's New

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

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

Purpose of Form

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