



JACKSONVILLE STATE UNIVERSITY

**INVITATION TO BID
ITB# 26-11-03-0003**

**Custodial Services – Little
River Canyon Center**

**BID MUST BE RECEIVED BY:
3 PM, November 3, 2025**

Bid Delivery Address:

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

**INVITATION TO BID
SIGNATURE CERTIFICATION PAGE**

Bid Number: Jax State ITB# 26-11-03-0003
Description: Custodial Services – Little River Canyon Center
Due Date: November 3, 2025 **Time:** 3:00 PM
ITB Issue Date: October 24, 2025

BIDS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE BID PACKAGE AND ENVELOPE MUST BE SEALED AND PROPERLY MARKED WITH THE BID NUMBER, DATE AND TIME OF OPENING AND RESPONDENT'S RETURN ADDRESS.

One (1) original and one (2) unbound copies of all documents must be submitted. It is the responsibility of the respondent to ensure that the bid packet arrives in the Procurement and Fixed Assets office on time. The bid packet should be hand delivered or sent by FedEx or UPS. No electronic copies will be accepted. Questions concerning the ITB and submission process should be submitted in writing to Shasta Platt at splatt@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.

The bid shall be awarded to the lowest responsible and responsible bidder whose bid meets the requirements as set forth in this Invitation to Bid. Jacksonville State University reserves the right to accept or reject all bids or any portion thereof. JSU assumes no liability for expenses incurred by firms in the preparation of their responses to this ITB. Once received, all bids become the property of Jax State.

Signature of authorized agent: _____

**INVITATION TO BID
CUSTODIAL SERVICES – LITTLE RIVER CANYON CENTER
JACKSONVILLE STATE UNIVERSITY**

This Agreement establishes custodial and cleaning services for the Little River Canyon Center (LRCC) to maintain a clean, healthy, professional environment; align with General Services Administration (GSA) Lease GS-04P-LAL00827 §6.07 and the Jacksonville State University (JAX State)/National Park Service (NPS) General Agreement (2019); and define measurable standards, responsibilities, and remedies.

SCOPE

The scope is materials-agnostic. Any reference to finishes, products, or methods is descriptive, not limiting. Contractor shall use methods appropriate to the surfaces installed during the term, following manufacturer guidance and Client direction. No amendment is required when finishes change unless the Client adjusts task frequencies or scope in writing.

DEFINITIONS (SELECT)

- Damp-mop — mop using Client-supplied neutral floor cleaner (currently Damp Mop) wrung nearly dry; no puddling.
- Wet-mop with neutral cleaner — same as damp-mop.
- Dust-mop — dry flat mop of hard-surface floors before wet-mop.
- High-dusting (70–110 in.) — dust ledges and grilles using extension poles.
- Ultra-high dusting (>110 in.) — excluded; no ladders or lifts.
- Walk-off mat — entrance mat; vacuum daily and clean per schedule.
- Touch-up cleaning — quick removal of obvious soil during public hours.
- Event Space — any room furnished for a scheduled program, rental, or field-trip activity.
- Stainless polish — non-abrasive cleaner to remove smudges and restore luster.
- Bear can — bear-proof exterior receptacle at entry plaza.
- Dirty Linens bin — designated hamper in Housekeeping Closet for used towels/cloths.
- Sanitize vs. Disinfect — sanitize reduces bacteria to safe levels; disinfect eliminates $\geq 99.999\%$ per label dwell time.

RESPONSIBLE UNITS

Client: JAX State – LRCC; NPS for Side A security concurrence.

HOURS AND ACCESS

- Public hours (Side B): Tuesday–Sunday 10:00 a.m.–4:00 p.m.; closed Monday.
- JAX State staff occupancy: Monday–Friday 6:00 a.m.–4:00 p.m.; Saturday–Sunday 10:00 a.m.–4:00 p.m.
- Contractor service days: **Monday, Wednesday, Friday, and Sunday.**
- Keys or access cards will not be issued to Contractor personnel.
- Early/after-hours entry requires advance approval with a JAX State or NPS staff member on-site to unlock and secure.
- Weekend access before 10:00 a.m. is not guaranteed and must be scheduled in advance.

BUILDING SIDES

- Side A (NPS Administrative/Office Wing): governed by the GSA Lease; public access is limited and follows Hours when open for programs.

- Side B (Little River Canyon National Preserve Welcome Center, JAX State Field School, and rental spaces): Lobby, Gift Shop, Multipurpose Hall, Library, Meeting Room/Auditorium, Classrooms; open Tuesday–Sunday 10:00 a.m.–4:00 p.m.; guest-ready by 9:45 a.m.; discreet touch-ups during public hours.

SITE AREAS (DESCRIPTIVE ONLY)

- Public Lobby and Vestibules
- Multipurpose Hall/Rental Space
- Meeting Room/Auditorium
- Classrooms
- Library
- Side A Kitchenette
- Side B Full Kitchen (extensive stainless)
- Offices/Faculty/Workrooms
- Gift Shop
- Public Restrooms (Men/Women)
- Staff Restrooms (JAX State and NPS suites)
- Corridors
- Support Rooms (Janitor, Storage, Mechanical, Vestibules)
- Exterior Hardscape (walks, entry plaza, loading dock)

Note: Current floors are hard-surface with walk-off mats (many rooms currently VCT); restroom walls are tile.

REQUIREMENTS AND PROCEDURES (TASKS/FREQUENCIES)

- Service days (Monday, Wednesday, Friday, Sunday):
 - Waste and Recycling: empty trash, mixed-recycling, and cardboard; wipe exteriors; reline; stage mixed-recycling bags between kitchen and back deck; no off-site transport.
 - Floors — Lobby/Vestibules, Multipurpose Hall, Auditorium, Gift Shop, Corridors: dry-mop; wet-mop high-traffic with neutral cleaner; vacuum walk-off mats.
 - Corridor thresholds and entry mats: dry-mop and wet-mop thresholds; vacuum mats.
 - Cleaning/Mop Closets: dry-mop; wet-mop floors.
 - Kitchens (Side A kitchenette; Side B full kitchen): clean/sanitize counters, sinks, tables; wipe appliance exteriors; polish stainless in Side B; remove trash; stage recyclables.
 - Event spaces set or re-used: clean/sanitize tables, chairs, high-touch surfaces; sweep and wet-mop; reset furnishings; keep guest-ready.
 - Restrooms (public and staff): wet-mop with neutral cleaner; clean/disinfect toilet seats and surrounds, urinals, sinks; wipe/disinfect stall walls/partitions; sanitize changing stations and hand dryers; clean door handles; polish mirrors; replenish soap, paper, liners, sanitary bags.
 - Drinking fountains/bottle fillers: clean/disinfect; polish stainless.
 - Horizontal surfaces ≤ 70 in.: dust and wipe desks, rails, tables, cleared office desktops.
 - Glass entry doors/panels: clean both sides.
 - Exterior patrol: police walks, entry plaza, loading dock; empty ash urns; inspect bear can and replace liner as needed.
 - Entry/exit detailing: remove bird droppings from doors/thresholds; blow off walkways and mats.
- Weekly:
 - Restrooms thorough service: wet-mop with neutral cleaner; descale toilets/urinals; scrub stall walls/partitions; sanitize changing stations and hand dryers; disinfect trash receptacles.
 - Detail dusting ≤ 70 in.: sills, chair rails, baseboards, picture frames, HVAC returns.
 - Kitchens: deep sanitize; polish all stainless in Side B.
- Monthly:
 - Exterior details: clean bear can interior and exterior; benches, tables, and memorial tree plaques.
- Exclusions and Limits:
 - No furniture or large electronics moves except by written request and when safe to do so.

- No ladders or lifts; surfaces above 110 in. excluded.
- No off-site hauling of recycling or trash.
- No repairs, pest remediation, stain-dye/grout recoloring, or other work beyond the cleaning tasks listed.
- Adaptation to New Materials and Technologies:
 - If JAX State installs new finishes or technologies (e.g., LVT/LVP, rubber, sealed concrete, antimicrobial surfaces, specialty coatings, new partitions/fixtures), Contractor shall adapt methods and dwell times to manufacturer directions using Client-supplied products. The Client may update written procedures or task frequencies.

STAFFING, SECURITY, CONDUCT

- Schedule sufficient qualified personnel to meet Requirements and Procedures; no specific headcount or minimum hours required if quality standards are met.
- Unescorted Contractor employees in Side A must obtain NPS background clearance per HSPD-12
- Personnel without clearance must remain escorted; unescorted access to Side A is prohibited unless given permission.
- Use Personal Protective Equipment (PPE) per product labels and Occupational Safety and Health Administration (OSHA)/International Sanitary Supply Association (ISSA) guidance; display wet-floor signage when mopping; route cords to minimize trip hazards.
- Side A: No photographing of documents, screens, or private areas; keep non-public information confidential.
- Promptly notify the Client of staffing changes so new personnel can be vetted before unescorted work in NPS areas.
- Dress code (professional and modest). Contractor personnel shall wear clean, non-distracting, modest attire suitable for a public learning/visitor center. Branded logos are not required. Minimum standards: (a) tops with sleeves; no sheer/see-through, low-cut, or midriff-exposing garments; (b) pants/skirts/shorts in good repair—no rips/holes; hemlines at or near the knee for shorts/skirts; leggings permitted only with a tunic-length top; (c) closed-toe, non-slip footwear; (d) no offensive or suggestive graphics or text; (e) minimal fragrances; (f) hair and jewelry secured to avoid contact with cleaning solutions/equipment.
- All on-site Contractor personnel must be 18 years of age or older unless expressly approved in writing by JAX State. Any personnel under 18 (if approved) shall only perform tasks permitted by Alabama Child Labor Law and federal Fair Labor Standards Act (FLSA) youth-employment rules, and the employer must hold a current Alabama Child Labor Certificate for any location employing minors. Under no circumstances may minors perform any prohibited or hazardous tasks (including work on ladders/lifts, roofing, excavation, demolition, driving/operating heavy equipment, or operating compactors/balers), and minors are not permitted in NPS Side A unescorted.
- This contract may include a provision requiring the contractor to bear the cost of criminal background checks (state and federal criminal convictions and sex offender registry status for the last seven years) for all employees, agents, or subcontractor performing work on university property.

SUPPLIES, EQUIPMENT, LINENS

- Client supplies all cleaning chemicals (including the current neutral floor cleaner, Damp Mop), paper products, liners, and soap; use on-site supplies unless alternates are approved in writing.
- Client-owned equipment: vacuum; flat-mop system; motorized random-orbital scrubber; high-speed burnisher. Scrubber and burnisher use is optional and not required for routine tasks.
- Contractor ensures any specialty tools they bring are in safe working order.
- Safety Data Sheets are maintained in the Housekeeping Closet.
- Follow the Client's color-coded cloth and mop system.
- Place used towels/cloths in the "Dirty Linens" bins in the Housekeeping Closet; the Client launders and restocks from the Cottage.

QUALITY ASSURANCE AND INSPECTIONS

- Meet or exceed ISSA standards for facilities of this type.
- Use room-level checklists; provide copies upon request.

- Submit a weekly Service Log summarizing tasks completed, consumables staged, incidents, and corrective actions.
- A Contractor manager shall perform on-site quality inspections at least twice every thirty (30) days while cleaners are present and correct deficiencies during the same shift when feasible.
- File incident reports for safety issues, biological spills, or observed damage.
- Re-clean at no additional cost within twenty-four (24) hours for routine issues or four (4) hours for sanitary/health issues.

PROCUREMENT AND PURCHASE ORDER

Before award, Contractor shall submit an IRS Form W-9 and a written quote detailing the monthly custodial fee and any optional services. If the quoted amount is twenty-five thousand dollars (\$25,000) or greater, Contractor shall submit the Alabama Contract Disclosure Statement per JAX State policy and Alabama Code §41-16-82. After approval, JAX State will issue a Purchase Order; no work may begin until the fully executed PO is issued. Any change in scope or price requires a written PO Change Order from JAX State Procurement.

COMPENSATION AND INVOICING

Contractor shall submit an itemized invoice monthly in arrears referencing the JAX State PO number; JAX State will remit payment net thirty (30) days from receipt of a correct invoice by Accounts Payable. Additional event/emergency services require written authorization and will be billed separately. Deductions for non-performance may be applied pursuant to Quality Assurance and Inspections.

TERM AND TERMINATION

Initial term: ONE (1) year(s) beginning 11/5/2025 with the option to extend for THREE (3) - ONE (1) TERMS.

This Agreement renews annually unless either party gives sixty (60) days' written notice. Either party may terminate for convenience on thirty (30) days' written notice or immediately for cause.

REFERENCES

GSA Lease GS-04P-LAL00827; JAX State/National Park Service General Agreement (2019); ISSA Cleaning Standards; OSHA/ISSA PPE guidance.

INSURANCE REQUIREMENTS

Proof of General Liability and Workers Compensation Insurance must be provided with the ITB

response. General Liability:

- \$1,000,000 Bodily injury and property damage combined occurrence
- \$3,000,000 Bodily injury and property damage combined aggregate
- \$1,000,000 Personal injury aggregate
- Comprehensive Form including Premises/Operation, Products/Completed Operations, Contractual, Independent contractors, Broad Form property damage and personal injury.
- Jacksonville State University should be listed as an additional insured.

Workers Compensation and Employers Liability:

- \$100,000 Limit each occurrence

BID GUIDELINES

- Complete the attached State of Alabama Disclosure Statement
- Memorandum of Understanding as documentation of vendor registration with the Federal E Verify system (contact your Human Resources Dept or register at <https://www.e-verify.gov/employers>)
- Three References
- Certificate of Insurance - General Liability
- Certificate of Insurance - Workers Compensation
- State of Alabama Business License (or proof of qualification to do business in the State of Alabama)
- Beason-Hammon Act Certificate of Compliance Ala. Code 31-13-1
- Certificate of Compliance Ala. Code 41-16-5 (Boycott)
- Certificate of Compliance Ala. Code 41-169-160 (Economic Boycott)
- Bid Bond

For questions regarding the bid process:

Contact: Shasta Platt
Director of Procurement & Fixed Assets
Jacksonville State University
splatt@jsu.edu
(256) 782-5151

For questions regarding the bid specifications:

Contact: Brooks Gallman
Coordinator, LRC Facilities and Conservation
JSU Little River Canyon Center
tgallman@jsu.edu
(256) 845-3548

Consideration of Bids

All bids must be complete and convey all the information requested. If the bid fails to conform to the essential requirements of this ITB, Jax State alone will determine whether it is a candidate for further consideration.

Bids will be reviewed in consideration to the following selection criteria, factors in determining to whom to award a contract:

1. The contract amounts
2. The reputation of the vendor and of the vendor's services
3. The quality of the vendor's services
4. The extent to which the services meet the University's needs
5. The vendor's past relationship with the University
6. The total long-term cost to the University to retain the vendor's services (when applicable)
7. Ability to comply with bid specifications as written herein
8. Any other relevant factor provided in response to the request contained herein

BID REVIEW AND CRITERIA

Please submit a signed written bid and two (2) copies by **November 3, 2025, 3:00 PM CST**. After reviewing and evaluating the bid, the selected company will be notified of the awarded contract.

Terms

The awarded vendor may not assign the contract associated with this ITB 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. The awarded vendor must accept purchase orders. Jax State's payment terms are net thirty days.

The awarded vendor will be responsible for the building master keys (if provided) to obtain access to the rooms for cleaning. Loss and/or damage of these keys will result in fines being assessed to cover the cost or rekeying the facility and/or the lost/damaged key and could be grounds for terminating the contract with the vendor.

Bid Bond

A bid bond in the amount of five thousand dollars (\$5,000.00) is required from each bidder submitting a bid. A certified/cashier's check or other irrevocable negotiable instrument made payable to the Jacksonville State University is acceptable in lieu of a bid bond. The bid bond, or certified/cashier's check or other irrevocable negotiable instrument, as herein required, shall be submitted in the envelope containing the bid. The bid bonds, certified checks, and irrevocable negotiable instruments will be returned to all bidders upon award of the bid or award of bids to the successful bidder or successful bidders, unless earlier or otherwise required by law.

Bid Submission Instructions

Bids must be received before 3:00 PM CST on November 3, 2025. It is the responsibility of the respondent to ensure that the ITB packet arrives in the Procurement and Fixed Assets office on time. **One (1) original and one (2) unbound copies of all documents must be submitted.** To ensure timely receipt, the bid packet should be hand-delivered or sent by FedEx or UPS to the address below. **Please note that overnight delivery to Jacksonville cannot be guaranteed; therefore, plan accordingly, as late submissions will not be accepted.**

Bid Delivery Address:

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

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

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

The undersigned hereby certifies to Jacksonville State University as follows:

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

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

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

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

Contracting Party Name (Printed)

E-Verify User Identification Number

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

Title of Authorized Officer or Agent of Contracting Party

Printed Name of Authorized Officer or Agent of Contracting Party

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

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

The undersigned hereby certifies and agrees as follows:

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

Verified this _____ day of _____, 20 _____.

Signature of Contractor’s Authorized Representative

Printed Name and Title of Contractor’s Authorized Representative

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

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

The undersigned hereby certifies and agrees as follows:

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

Verified this _____ day of _____, 20_____.

Signature of Contracting Party's Authorized Representative

Printed Name and Title of Contracting Party's
Authorized Representative

Disclosure Statement Information and Instructions

Section 41-16-82, Code of Alabama 1975 requires *the disclosure statement to be completed and filed with grant proposals in excess of \$25,000 and contracts that meet or exceed the threshold for bid or other formal solicitations under Article 5 of Chapter 4 of Title 41 or any other law that requires formal solicitation procedures for awarding public contracts*. The disclosure statement is not required for contracts with publicly traded companies, contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance, or awards of economic development incentives. In circumstances where a contract is awarded by competitive bid or other formal solicitation procedure, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within thirty (30) 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 violates Article 3B of Chapter 16 of Title 41, Code of Alabama 1975 shall be subject to civil penalty in an amount of ten thousand dollars (\$10,000), or 10 percent of the amount of the contract, whichever is less, to be deposited in the State General Fund. Also, the contract or grant shall be voidable by the awarding 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 parttime 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 AND DATED PRIOR TO SUBMISSION.



State of Alabama

Disclosure Statement

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

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

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

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

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

☐ Yes ☐ No

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

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

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

☐ Yes ☐ No

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

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

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

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

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

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

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

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

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

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

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

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

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

Request for Taxpayer
Identification Number and Certification

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

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

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

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate
☐ 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.
☐ 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)
(Applies to accounts maintained outside the United States.)

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

5 Address (number, street, and apt. or suite no.). See instructions.
6 City, state, and ZIP code
7 List account number(s) here (optional)

Requester's name and address (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.
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.

Social security number
-
or
Employer identification number
-

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here
Signature of U.S. person
Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.
What's New
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

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

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

Cat. No. 10231X

Form **W-9** (Rev. 3-2024)