



LBWTM
COMMUNITY COLLEGE

Andalusia Campus, 1000 Dannelly Boulevard, Andalusia, AL 36420
MacArthur Campus, 1708 North Main Street, Opp, AL 36467

Request for Bookstore Management Services

REQUEST FOR PROPOSALS

RFP# 420

TITLE: Bookstore Management Services

USING AGENCIES: Lurleen B. Wallace Community College

ISSUE DATE: March 19, 2026

ISSUING AGENCY: Lurleen B. Wallace Community College
1000 Dannelly Blvd
Andalusia, AL 36420

ISSUING AGENT: Lisa Carnley
Dean of Finance and Administrative Services

Sealed Proposals subject to the conditions made a part hereof will be received until **April 6, 2026 at 10:00 a.m.** Central Time for the services described herein. Proposals will be opened **April 6, 2026 at 10:00 a.m.** Central Time at the LBW Community College, Memorial Room, 1000 Dannelly Blvd., Andalusia, AL.

SEND ALL PROPOSALS DIRECTLY TO THE ISSUING AGENCY ADDRESS SHOWN ABOVE.

IMPORTANT NOTE: Indicate **RFP# 420 Bookstore Management Services** on the front of each sealed proposal envelope or package, along with date for receipt of proposals specified above.

Direct all inquiries concerning the RFP to: Lisa Carnley, Dean of Finance and Administrative Services
LBW Community College
1000 Dannelly Blvd.
Andalusia, AL 36420
334-881-2216

A Pre-proposal Conference/Site Visit for all prospective Vendors is scheduled for the dates and times listed below. Please select the times/dates in order of preference for your appointment. Scheduling of appointments will be through the institution for the dates listed below:

LBW Community College
Stacey Short, Associate Director of Business Services
334-881-2263
sdshort@lbwcc.edu

<u>Wednesday, March 25, 2026</u>	<u>Monday, March 30, 2026</u>
9:00 a.m. – 11:00 a.m.	9:00 a.m. – 11:00 a.m.
1:00 p.m. – 3:00 p.m.	1:00 p.m. – 3:00 p.m.

The purpose of this conference is to allow potential Vendors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Due to the importance of all Vendors having a clear understanding of the specifications/scope of work and requirements for this solicitation, attendance at this conference is highly recommended.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be **(issued electronically; mailed; noted as addenda). It is the Vendor's responsibility to assure that all addenda have been reviewed.**

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I. Project Description

Lurleen B. Wallace Community College is soliciting Requests for Proposals (RFP's) from qualified and experienced Bookstore Management companies to provide Bookstore Management Services for its institution. A detailed description of the institution will be provided in the next sections of the packet.

The College has self-operated its Bookstores for decades. However, as the College has grown and as many new methods of bookstore merchandising and marketing have developed in recent years, the College feels that the time has come to move to outsourcing these services to bookstore industry professionals who can maximize the potential for customer service and satisfaction.

This RFP consists of following:

Section I: Project Description

Section II: Background information on the College

Section III: General Information and Requirements

Section IV: Specific Requirements of vendors responding to the RFP

Section V: Legal Requirements associated with the RFP

Section VI: Required Forms

The timeline for solicitation, review, award and implementation of this RFP is relatively short. The College desires to have the awarded vendor selected and all other matters related to the Bookstores complete and operational for the Fall 2026 Semester.

As stated in other sections of this RFP, any questions or requests for information are to be emailed to Stacey Short at sdshort@lbwcc.edu.

II. Background-Lurleen B. Wallace Community College

- History of the College
- Program Offerings
- Enrollment Data
- Bookstore Facilities
- Revenue History
- Bookstore Personnel
- Hours of Operation
- Pricing Policies
- Academic Calendar 2026-2027



History of the College

Lurleen B. Wallace Community College

On January 23, 2003 the Alabama State Board of Education took official action to merge Lurleen B. Wallace Junior College and MacArthur State Technical College. Dr. Edward Meadows was appointed President on that date, with the responsibility of providing leadership to bring about the consolidation of the two colleges to create Lurleen B. Wallace Community College. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) recognized the two institutions as a singly accredited community college in December, 2003. The Alabama State Board of Education took final action regarding the merger in December, 2003, and the U.S. Department of Education recognized the two colleges as a single institution in January, 2004. The successful consolidation resulted in a multi-campus, comprehensive community college serving the counties of Butler, Crenshaw, Coffee, Covington, and Geneva, Alabama. Campuses are located in Andalusia, Greenville, and Opp, and an instructional center is located in Luverne.

In 2004, a ten-year *Facilities Master Plan* was developed to facilitate the programmatic growth of the College as a result of the consolidation and expanded mission of the College. Major renovations and new construction were undertaken at the Andalusia and MacArthur campuses to accommodate new programs and courses. In 2005, construction of a 30,000 square foot technology center was initiated on the Greenville campus to facilitate the expanded comprehensive mission of that campus.

In January 2006, the College established a center in Luverne with the primary function of offering adult education and training for business and industry. Classes were held in the former National Guard Armory which was leased from the Armory Commission. The State Board of Education approved the purchase of the Luverne facility in July 2007. In February 2015, SACSCOC gave its approval to offer complete programs of the College at this center.

In October, 2006, the Vermelle Evers Donaldson Cosmetic Arts Center was dedicated on the MacArthur Campus. In November, 2007, the College celebrated the completion of two new buildings: the Child Development Center on the Andalusia Campus and the Technology Building on the Greenville Campus.

Dr. Meadows retired as President in August, 2008 and Mr. L. Wayne Bennett served as Interim President of the College until December 31, 2008. On January 1, 2009, Dr. Herbert H. J. Riedel began his service as President of Lurleen B. Wallace Community College.

The Wendell Mitchell Conference Center on the Greenville Campus was completed in August, 2009. Renovations to the Luverne Center were completed in 2009 as well. This year also saw completion and implementation of the College's five-year *Strategic Plan*.

Renovation to the Martha and Solon Dixon Center for the Performing Arts entrance was completed in 2010 and a landscape enhancement plan for the Andalusia Campus was developed. The first phase was completed in 2012, and included a drop-off area in front of the performing arts center, an enhanced streetscape along Dannelly Boulevard with improved drainage, new curbs, angled parking, more than 40 new trees, and additional attractive street lighting. A concrete patio with picnic tables and benches was also added in front of the Jeff Bishop Student Center as a place for students to sit and relax outdoors.

A collaborative effort between LBWCC, the LBWCC Foundation, and local, state, and national government entities resulted in the creation of Saints Hall in 2013, a Foundation-owned student housing apartment complex adjacent to the Andalusia campus. This collaboration resulted in the College being named a 2014 Bellwether Award Finalist by the Community College Futures Assembly.

In 2015, following the passage of *Alabama Act No. 2015-125*, LBWCC was placed under the governance control of the newly created Alabama Community College System Board of Trustees. That same year, LBWCC celebrated the 50th anniversary of providing higher education in South Alabama.

In 2016, LBWCC received a five-year, \$2.25 million grant under the U.S. Department of Education's Title III "Strengthening Institutions" program. This grant is designed to improve academic and student services and includes online advising and early intervention tools, success coaches, and resources for starting a new Physical Therapist Assistant program.

In 2017, the College's federally funded Upward Bound program was not refunded and ceased operation. However, a grassroots community effort secured sufficient local funds to start a new program, called Apex, that serves the same population of high school students to prepare them for college success.

As a result of several initiatives contained in the 2014-2019 Strategic Plan, LBWCC won national recognition in 2018 as an AACC Awards of Excellence finalist in Student Success, based on exceptional increases in fall to fall retention, graduation rates, and other measures.

The members of the Douglas MacArthur State Technical College Foundation (DMSTCF) and the Lurleen B. Wallace Community College Foundation (LBWCCF) voted in May 2019 to merge the DMSTCF into the LBWCCF. The combined Foundation will administer endowed scholarship funds from both prior foundations and raise money to support students at all locations of LBWCC.

On June 12, 2019, the ACCS Board of Trustees authorized LBWCC to enter into an agreement with the LBWCC Foundation for the lease, operation, and management of the Foundation's student residential property known as Saints Hall. Under the terms of this agreement, the College has the option to purchase the housing complex for a nominal amount at the end of the United States Department of Agriculture loan, on January 8, 2044.

Following the retirement of Dr. Herbert H. J. Riedel, the Alabama Community College System appointed Mr. Bryan Helms as Acting President of Lurleen B. Wallace Community College on September 3, 2019. Mr. Helms served in this role until December 31, 2019. Effective January 2, 2020, The Alabama Community College System appointed Dr. Chris Cox as Interim President of Lurleen B. Wallace Community College.

LBWCC's 2020-2025 Strategic Plan was approved by the College's Executive Council on February 11, 2020. The goals and objectives in this document will serve as a roadmap to guide the College over the next several years.

Dr. Chris Cox completed his service as LBWCC's Interim President on September 30, 2020. Dr. Brock Kelley was appointed Interim President of Lurleen B. Wallace Community College on October 1, 2020. Dr. Kelley served in this role until his appointment by the Alabama Community College System as the President of Lurleen B. Wallace Community College on December 1, 2020.

On March 10, 2021, the ACCS Board of Trustees approved an Authorizing Resolution for Lurleen B. Wallace Community College which set forth the refunding of the previously approved Series 2005 Revenue Bond and the LBWCC Foundation's 2013 United States Department of Agriculture Lease for the purchase and prepayment of the USDA loan. On May 18, 2021, the College exercised this option and assumed the debt and ownership of the student residential property known as Saint Hall. The debt for Saints Hall was added to the College's Revenue Refunding Bonds, Series 2021.

The ACCS Board of Trustees approved the naming of the existing and newly renovated Nature Trail on the Andalusia Campus as the Barbara L. McClain Nature Trail on April 19, 2023, with signage added on campus. On May 8, 2024, the ACCS Board of Trustees authorized LBWCC to lease the LBW – Luverne Center to the City of Luverne effective August 1, 2024. The Board also authorized LBWCC to proceed with the purchase of the Shadowood Apartment Complex adjacent to the Andalusia Campus on November 13, 2024. The property was renamed Saints Village and will serve as student housing with rental rates for each semester.

The following year, on May 29, 2025, Andalusia Health donated a vacant building near the hospital to the College. The building will be used to provide healthcare training in accordance with the Rural Healthcare Opportunity Project. A ribbon cutting was held for LBWCC's new POWER Center in downtown Andalusia on June 24, 2025. The Center will allow the LBW's Workforce Development, Continuing Education, and Adult Education Offices to better serve the community with "Professional Opportunities for Workforce Education and Readiness".

Douglas MacArthur State Technical College

On May 2, 1963, Governor George C. Wallace announced that Opp would be the site of a postsecondary technical institution that would serve five South Alabama counties. A local committee chaired by Opp City Schools Superintendent Vernon L. St. John directed plans for the construction of the school one mile north of downtown Opp on a 100 acre campus provided by the City of Opp and the Covington County Board of Revenue. Mr. E.C. Nevin, then principal of Kinston High School, was appointed President.

On November 22, 1965, Douglas MacArthur State Technical College opened its doors, admitting 116 students in twelve departments. The campus consisted of four buildings, the George C. Wallace Administration Building and three shop buildings. In the next several years, six additional buildings were added to the campus. These were the Gaines Ray Jeffcoat Building, the Vernon L. St. John Building, the Henry R. Donaldson-Bennie Foreman Building, the E. Claude Nevin Building, an electronics building and the Student Center.

Mr. E. Claude Nevin retired in December of 1982, and Dr. Raymond V. Chisum was appointed President in January of 1983. The Raymond V. Chisum Health Sciences Building was added in 1996. After Dr. Chisum's retirement in August of 1996, Mr. L. Wayne Bennett was named Interim President and served until the merger with Lurleen B. Wallace Junior College in January of 2003.

Lurleen B. Wallace Junior College

On December 14, 1967, the Alabama State Board of Education authorized the development of a junior college to be located in Andalusia, Alabama. A Junior College Executive Committee was organized and over \$100,000 was raised locally to purchase land and provide initial capital to start a new college to better serve Butler, Covington, and Crenshaw counties.

On August 15, 1968, the State Board of Education named the College the Lurleen Burns Wallace State Junior College, in honor of the former Governor. Dr. William H. McWhorter was appointed the first president. In September of 1969, the College opened in the Bethune School, a temporary location leased from the Covington County Board of Education. In May of 1970, the College moved to its new campus consisting of 112 acres, an administration/classroom building and physical education dressing rooms.

The 160-acre Andalusia Campus consists of nine buildings, six lighted tennis courts, a lighted baseball field, a lighted softball field, a two-mile scenic trail, a nine-hole golf course and driving range, and expansive parking. Dr. and Mrs. Solon Dixon of Andalusia, Alabama, through the Solon and Martha Dixon Foundation, have provided more than \$3 million through the years for facility development, such as the Solon and Martha Dixon Center for the Performing Arts and the Dixon Conference Center.

On August 31, 1990, Dr. William H. McWhorter retired and Dr. James D. Krudop was named as Interim President

until February 1, 1991, when Mr. Seth Hammett was selected as the new President. At this time, Lurleen B. Wallace Junior College moved into a new phase of growth and development. Extensive renovation, remodeling, and refurbishing of the infrastructure for the College took place. Twenty-six major projects were undertaken at a value of approximately one million dollars with a major portion of the funds being made available by the Solon and Martha Dixon Foundation.

On October 6, 1992, groundbreaking ceremonies took place for construction of a new 11,300 square foot facility on seventeen acres of property in Greenville, Alabama. This facility opened for classes in the fall of 1993.

President Hammett retired in June of 2002, and Dr. James D. Krudop served as Interim President until the merger with Douglas MacArthur State Technical College in January of 2003.

Program Offerings

Academic Programs

Associate in Arts Degree
 Associate in Science Degree

Career Technical Programs

Associate in Applied Science Degree
 Certificates
 Short-Term Certificates

Automotive Mechanics

Building Construction

Child Development

Computer Science

Cosmetology

Diagnostic Medical Sonography

Diesel and Heavy Equipment

Emergency Medical Services

Esthetics

Forestry

Industrial Electronics

Medical Office Administration

Nail Technology

Nursing

Physical Therapist Assistant

Welding

Enrollment Data

	Fall		Spring		Summer	
	Credit Hours	Head Count	Credit Hours	Head Count	Credit Hours	Head Count
2021	16518	1768	13985	1506	8101	936
2022	16448	1873	14136	1600	7604	935
2023	17225	2076	14791	1710	8522	1063
2024	17139	2006	15075	1812	8651	1089
2025	17903	2139	15665	1849	8880	1165
Five Year Average	17047	1972	14730	1695	8352	1038

Bookstore Facilities

MacArthur Campus, Opp, AL



Andalusia Campus, Andalusia, AL



Revenue History

The sales figures for the past five years are as follows:

	FY 21	FY 22	FY 23	FY 24	FY 25
Combined Revenue	341,615.79	414,272.77	466,381.62	440,603.79	477,027.01

Bookstore Personnel

Personnel in the Bookstore include:

- MacArthur Campus Bookstore Manager
Gross Salary \$50,689
- Andalusia Campus Part-time Bookstore Clerk
Gross Salary \$20,519
- Part-time As Needed Bookstore Clerks (3)
Paid Hourly \$10.51/hr

Benefits include Pension, Insurance, Vacation, & Sick Leave

College Operating Hours

Monday – Thursday	7:30-5:00
Friday	7:30-12:00

Bookstore Operating Hours

MacArthur Campus	
Monday – Thursday	7:30–4:30
Andalusia Campus	
Monday-Thursday	8:30–1:30

Although these are normal operating hours for the College, vendors will need to address how they will accommodate evening students.

Pricing Policies

The College presently charges the following markups related to student purchases:

- New Books 30% markup on new books
- Used Books 75% of original price of new book

All other items sold in the Bookstore have a 30% markup



2026-2027 Academic Calendar

FALL SEMESTER 2026

TUITION DUE/DROP FOR NON-PAYMENT	AUGUST 6
FIRST DAY STUDENTS MAY APPLY FINANCIAL AID AT BOOKSTORE	AUGUST 12
FACULTY WORK DAYS	AUGUST 13-14
LAST REGISTRATION DAY/TUITION DUE/DROP FOR NON-PAYMENT	AUGUST 13
CLASSES BEGIN	AUGUST 17
LABOR DAY HOLIDAY (COLLEGE CLOSED)	SEPTEMBER 7*
SPRING REGISTRATION FOR STUDENTS WITH ≥ 30 CREDIT HOURS	OCTOBER 19
SPRING REGISTRATION FOR STUDENTS WITH ≤ 29 CREDIT HOURS	OCTOBER 26
VETERANS DAY HOLIDAY (COLLEGE CLOSED)	NOVEMBER 11*
THANKSGIVING BREAK, STUDENTS	NOVEMBER 21-29*
PROFESSIONAL DEVELOPMENT	NOVEMBER 23-24
THANKSGIVING BREAK, EMPLOYEES (COLLEGE CLOSED)	NOVEMBER 26-27
FACULTY WORKDAYS	DECEMBER 14-22
CHRISTMAS HOLIDAYS (COLLEGE CLOSED)	DECEMBER 23-JANUARY 1
FULL SESSION (AUGUST 17-DECEMBER 11)	
CLASSES BEGIN	AUGUST 17
DROP/ADD AND LATE REGISTRATION	AUGUST 20
MID-TERM	OCTOBER 9
STUDENTS HAVE EARNED 100% PELL	OCTOBER 20
LAST DAY TO WITHDRAW	NOVEMBER 10
FINAL EXAMS	DECEMBER 7-11
GRADES DUE	DECEMBER 15 BY 5:00 PM
MINI-TERM 1 (AUGUST 17-OCTOBER 9)	
CLASSES BEGIN	AUGUST 17
DROP/ADD AND LATE REGISTRATION	AUGUST 18
STUDENTS HAVE EARNED 100% PELL	SEPTEMBER 18
LAST DAY TO WITHDRAW	SEPTEMBER 30
FINAL EXAMS	OCTOBER 9
GRADES DUE	OCTOBER 13 BY 5:00 PM
MINI-TERM 2 (OCTOBER 12-DECEMBER 11)	
CLASSES BEGIN	OCTOBER 12
DROP/ADD AND LATE REGISTRATION	OCTOBER 13
STUDENTS HAVE EARNED 100% PELL	NOVEMBER 12
LAST DAY TO WITHDRAW	DECEMBER 2
FINAL EXAMS	DECEMBER 11
GRADES DUE	DECEMBER 15 BY 5:00 PM

SPRING SEMESTER 2027

TUITION DUE/DROP FOR NON-PAYMENT	DECEMBER 21
FIRST DAY STUDENTS MAY APPLY FINANCIAL AID AT BOOKSTORE	JANUARY 4
LAST REGISTRATION DAY/TUITION DUE/DROP FOR NON-PAYMENT	JANUARY 4
FACULTY WORK DAYS	JANUARY 4-5
CLASSES BEGIN	JANUARY 6
MARTIN LUTHER KING, JR. HOLIDAY (COLLEGE CLOSED)	JANUARY 18*
SPRING BREAK	MARCH 20-MARCH 28*



2026-2027 Academic Calendar

SUMMER/FALL REGISTRATION FOR STUDENTS WITH \geq 30 CREDIT HOURS	APRIL 12
SUMMER/FALL REGISTRATION FOR STUDENTS WITH \leq 29 CREDIT HOURS	APRIL 19
FACULTY WORK DAYS	MAY 5-10
GRADUATION	MAY 7
FULL SESSION (JANUARY 6-MAY 4)	
CLASSES BEGIN	JANUARY 6
DROP/ADD AND LATE REGISTRATION	JANUARY 11
MID-TERM	MARCH 2
STUDENTS HAVE EARNED 100% PELL	MARCH 13
LAST DAY TO WITHDRAW	APRIL 8
FINAL EXAMS	APRIL 28-MAY 4
GRADES DUE	MAY 5 AT NOON
MINI-TERM 1 (JANUARY 6-MARCH 2)	
CLASSES BEGIN	JANUARY 6
DROP/ADD AND LATE REGISTRATION	JANUARY 7
STUDENTS HAVE EARNED 100% PELL	FEBRUARY 8
LAST DAY TO WITHDRAW	FEBRUARY 19
FINAL EXAMS	MARCH 2
GRADES DUE	MARCH 4 BY 5:00 PM
MINI-TERM 2 (MARCH 3-MAY 4)	
CLASSES BEGIN	MARCH 3
DROP/ADD AND LATE REGISTRATION	MARCH 4
STUDENTS HAVE EARNED 100% PELL	APRIL 13
LAST DAY TO WITHDRAW	APRIL 23
FINAL EXAMS	MAY 4
GRADES DUE	MAY 5 AT NOON

SUMMER SEMESTER 2026

TUITION DUE/DROP FOR NON-PAYMENT	MAY 12
FIRST DAY STUDENTS MAY APPLY FINANCIAL AID AT BOOKSTORE	MAY 14
LAST REGISTRATION DAY/TUITION DUE/DROP FOR NON-PAYMENT	MAY 17
FACULTY WORK DAYS	MAY 18
CLASSES BEGIN	MAY 19
MEMORIAL DAY (COLLEGE CLOSED)	MAY 31*
LBW EXPERIENCE, GREENVILLE (NO CLASSES IN GREENVILLE, LUVERNE)	JUNE 15*
LBW EXPERIENCE, MACARTHUR (NO CLASSES IN MACARTHUR)	JUNE 16*
LBW EXPERIENCE ANDALUSIA (NO CLASSES IN ANDALUSIA)	JUNE 17*
JUNETEENTH HOLIDAY (COLLEGE CLOSED)	JUNE 18*
INDEPENDENCE DAY HOLIDAY (COLLEGE CLOSED)	JULY 5*
FACULTY WORKDAYS	AUGUST 3-4
FULL SESSION (MAY 19-AUGUST 2)	
CLASSES BEGIN	MAY 19
DROP/ADD AND LATE REGISTRATION	MAY 20
MID-TERM	JUNE 25
STUDENTS HAVE EARNED 100% PELL	JULY 3
LAST DAY TO WITHDRAW	JULY 19
FINAL EXAMS	JULY 30-AUGUST 2



2026-2027 Academic Calendar

GRADES DUE	AUGUST 3 BY 5:00 PM
MINI-TERM 1 (MAY 19-JUNE 25)	
CLASSES BEGIN	MAY 19
DROP/ADD AND LATE REGISTRATION	MAY 20
STUDENTS HAVE EARNED 100% PELL	JUNE 10
LAST DAY TO WITHDRAW	JUNE 21
FINAL EXAMS	JUNE 25
GRADES DUE	JUNE 29 BY 5:00 PM
MINI-TERM 2 (JUNE 28-AUGUST 2)	
CLASSES BEGIN	JUNE 28
DROP/ADD AND LATE REGISTRATION	JUNE 29
STUDENTS HAVE EARNED 100% PELL	JULY 20
LAST DAY TO WITHDRAW	JULY 27
FINAL EXAMS	AUGUST 2
GRADES DUE	AUGUST 3 BY 5:00 PM

*Students do not attend class on these dates during the semester, which may vary by campus during the summer. If classes are cancelled due to inclement weather, faculty workdays or exam days may be designated as make-up days.



II. General Information and Proposal Requirements

A. Program Objectives

Lurleen B. Wallace Community College is seeking a qualified vendor that will exemplify the mission of our institution by providing a full-service Bookstore with the highest caliber of services delivered to the College community. It is essential that the Bookstore be managed with maximum sensitivity to the needs and concerns of our students, faculty, and staff. Products, prices, and services must promote confidence that the College community is obtaining the best possible combination of quality, customer service, and value.

B. Scope of Work

1. During the term of the Contract between the College and the Vendor, the Vendor shall operate the College Bookstore, in accordance with the requirements, terms, specifications, conditions, and provisions hereinafter contained.
2. The Vendor shall provide the College with the services and innovation expected of a high-quality College bookstore.

C. Term

The Contract shall commence on June 1, 2026 and continue for a period of five (5) years ending May 31, 2031. If it is deemed to be of mutual benefit to both parties, the College and the Vendor can mutually agree to renew the Contract beyond the original five (5) year period up to limits allowed by the Alabama Competitive Bid Law.

D. Proposal Preparation and Submission

1. Prospective Vendors are instructed to deliver six (6) complete copies of their proposal, enclosed in one sealed box or other package, in a manner that assures receipt by April 6, 2026 at 10:00 a.m. Central Time. All RFP's must be signed and notarized, package must be sealed and prominently reflect "RFP # 420 Bookstore Management Services 4/6/2026". All proposals must be delivered to the following address:

Lisa Carnley
Dean of Finance and Administrative Services
LBW Community College
1000 Dannelly Blvd
Andalusia, AL 36420

Any proposal received after the bid closing date and time will not be accepted. Proposals will be opened April 6, 2026 @ 10:00 a.m. Central Time at the LBWCC Andalusia Campus, Memorial Room, Andalusia, AL.

2. Proposals may be withdrawn or amended any time prior to the closing date and time.
3. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

4. Each copy of the proposal should be bound or contained in a single volume where practical.
5. Ownership of all data, materials and documentation originated and prepared for the College pursuant to the RFP shall belong exclusively to the College and be subject to public inspection in accordance with the Alabama Public Records Laws. Trade secrets or proprietary information submitted by the Vendor shall not be subject to public disclosure under the Alabama Public Records Laws. Any confidential or proprietary data must be clearly marked.

E. Award

1. Award will be made to the Vendor who is determined by the College to best meet the needs and objectives of the College community. Vendors are encouraged to propose new innovations. The College reserves the right to reject any or all proposals if they are in its sole discretion judged unacceptable, to waive any technical or formal defect therein, to accept or reject any part of any proposal, and to award the Contract to other than the Vendor proposing the highest commission return according to its own judgment and in its best interest.
2. In awarding the Contract, the College will consider a number of factors in combination in evaluating the proposals submitted. These factors will include the following which are not listed in order of importance:
 - a. Vendor's record of performance and service in higher education bookstore operations.
 - b. Vendor's conformance to the RFP's specifications, requirements, terms, conditions, and provision.
 - c. Vendor's response to College's objectives.
 - d. Vendor's pricing and refund policies.
 - e. Service aspects of Vendor's proposal.
 - f. Financial return to the College.
 - g. Customer relations in existing Vendor operated bookstores.
 - h. Personnel aspects of Vendor's proposal.
 - i. Vendor's ability to create a dynamic retail environment.
 - j. Review of recommendations with respect to Vendor's bookstore operations at other similar universities and colleges.
 - k. Vendor's size, credit standing, financial record, stability, and management.
 - l. Vendor's creativity.
 - m. Vendor's technology plan.
3. Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the College and/or be invited to meet with College officials for clarification and questions. The College will schedule the time and location for these presentations. Oral presentations are an option of the College and may or may not be conducted.
4. After proposals have been reviewed, visits may be made to selected institution under contract with the Vendor to assist the College in determining its choice of Vendor.
5. Additional information may be requested while proposals are under consideration.
6. The successful Vendor will be notified of the award in writing.

F. Schedule

The schedule for this RFP is as follows:

Release of RFP.....	March 19, 2026
Pre-Bid Conferences	March 25 & 30, 2026
Vendors' Written Questions Due	March 30, 2026
Proposal Due	April 6, 2026 by 10:00 a.m. Central Time
Proposal Opening	April 6, 2026, at 10:00 a.m. Central Time
Award	May 18, 2026
ACCS Board of Trustees Work Session Approval	1 st available date following bid opening.
ACCS Board of Trustees Board Meeting Approval	1 st available date following bid opening.

****Please Note**** This schedule is subject to change. In the event the schedule does change, all vendors will be notified by addendum, which will become part of the Request for Proposal.



IV. Specific Requirements

A. Company History / Qualifications

1. The Vendor shall be knowledgeable about the changing college and university bookstore trends, new technologies, legislation, new marketing ideas, new merchandise, and changes evolving throughout the general bookstore industry. The Vendor shall incorporate programs of action in response to these changes and trends into the College Bookstore operation and services, as deemed applicable to the college and university bookstore market segment.
2. Provide a detailed description of the Vendor's background, experience, and qualifications to operate a college or university bookstore. The Vendor must provide a list of three (3) college/university references where the Vendor has operated or is currently operating a bookstore, preferably similar in student body size to Lurleen B. Wallace Community College. References must include name and address of facility, full time student enrollment, dates of service, and contact person's (with authority over bookstore operations) name, telephone number, and email.

B. Textbook, Reference & Tradebook Offerings:

1. The Vendor shall provide course materials including:
 - a. All required, recommended, and suggested textbooks and course materials – new, used, custom in editions specified by the faculty or other designated departmental representatives;
 - b. Digital and e-textbook strategies;
 - c. Textbook rentals; and
 - d. Other educational materials and supplies used by the College's students, to include program-related kits.
2. In its provision of books, supplies, and materials, the Vendor will prepare (in a form acceptable to the College) and distribute electronically to faculty members requisitions for such books, supplies, and materials for each semester. The College will make reasonable efforts to see that each Vendor's bookstore management is given timely notice by faculty members or authorized designees of the books, supplies, and materials requested for all courses offered, as follows:
 - a. For the Spring semester, beginning in January, on or before October 1st;
 - b. For the Summer sessions, on or before February 15th; and
 - c. For the Fall semester, beginning in mid-August, on or before May 1st.
3. The Vendor shall provide timely reports to faculty members of the status of their orders for books, supplies, and other materials for their respective courses, including items discovered to be unavailable, delayed in delivery, new editions, etc. The Vendor shall not be responsible for books or other items not being ready for sale to students due to failure of faculty members to submit timely order requests. However, the Vendor shall make every reasonable effort to supply items requested even when requests are not timely.
4. The Vendor shall provide for the sale of textbooks and other educational materials required for off-campus courses, if so, requested by the College.
5. A description of the Vendor's plan to assist the College with the compliance requirements of the HEO Act of 2010, as it may be applicable to the operations of the Bookstore.

6. Vendor should answer the following questions in the final proposal documents.

- a. Who is responsible for faculty adoption?
- b. What is your invoicing format? Can you include a mock invoice for us to review?
- c. How long after student purchases will the College receive an invoice?
- d. How often will you download Banner data?
- e. Will you require a coordinator from the College to correspond with faculty? Or will you have procedures in place to communicate with them directly?
- f. How does your business structure work with scholarship and Pell Grant funds?
- g. What are the prices and list of items in the kits you offer for Career Technical Education programs? Are they standard, pre-made kits or customizable kits?
- h. How will you handle the rush of the Bookstore? Will students come by appointment during busy periods or will you accept walk-ins?
- i. What will your hours of operation look like? Will you follow the College's normal hours of operation?
- j. How will you handle shipping your inventory to the store? Will carriers be instructed to ship directly to the store or to our campus receiving location?

C. Marketing & Promotions:

1. The Vendor shall develop a yearly Marketing Plan in conjunction with and approved by the College.
2. The Vendor shall provide special promotions frequently throughout each year of the contract, and will be expected to support new student orientation and other on-campus programs.
3. The Vendor shall provide in the Proposal a list of the promotions that will be provided during the academic year.

D. Website / Online Sales:

1. The Vendor shall develop a professional website which allows for online purchases. As a minimum, the website offered must be comparable to the present Bookstore website.
2. The website must allow students the option of purchasing or renting textbooks online, for pick-up in the Bookstore or for direct shipment to the student, with Lurleen B. Wallace Community College receiving credit for the sale. The website should also be used as a means to market College merchandise and products to students, alumni, parents, prospective students, and others.

E. Merchandising:

1. The Vendor shall offer a selection of “soft goods”, such as school and office supplies, College emblematic apparel, memorabilia, spirit items, toiletries and convenience items, computer supplies and software, technical supplies, and other quality items under pricing policies that are both fair and competitive for like or similar quality as compared to other brick & mortar bookstores and retail establishments in the surrounding area.
2. The Vendor shall have exclusive rights to operate the full-service Bookstore at the College, offering all goods and services normally found in College bookstores and any such additional services as may be required by the College during the term of the contract. The College shall grant the Vendor the right to sell College products based on approved standards guide.
3. The College reserves the right to recommend merchandise to be sold in the Bookstore and to request the removal of merchandise for sale in the Bookstore which the College considers offensive or inappropriate.
4. The Vendor is expected to uphold the College’s strong commitment to social responsibility.

F. Personnel:

1. Training. The Vendor is to describe the training program(s) that it intends to use for the employees of the Bookstore, which will ensure ongoing staff developmental needs are met.
2. Adequacy. Vendor is to provide sufficient personnel to ensure efficient and courteous service to patrons and must have adequately trained relief personnel available to substitute in the absence of regular employees. All relief personnel shall be employees of the Vendor, whom shall be solely responsible for the payment of their wages and benefits.
3. Current Bookstore Manager. The current Bookstore Manager shall remain an employee of the College. The Vendor will lease the employee from the College and reimburse the College full wages and benefits for the employee. All current part-time bookstore employees working in the College Bookstore, in good standing will be interviewed by the Vendor and offered first consideration for continued employment. The financial data provided in Section II shows compensation and benefits.
4. Employee Policies. Vendor employment policies shall meet the requirements of the Fair Labor Standards Act and all other regulations required by Federal or State Law. All material relating to personnel policies and procedures of the Bookstore must be available for review by the College.
5. Equal Opportunity and Affirmative Action. The College is committed to Equal Opportunity and Affirmative Action. The successful Vendor must pledge to comply with Equal Opportunity Laws and that it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, age, physical ability, or marital status.
6. Bookstore Employees. The person selected by the Vendor to operate the Bookstore should have extensive experience in bookstore operations. This person must be a good communicator, a proven leader and must exhibit the ability to deal effectively with College students, faculty and staff.
7. Bookstore Employee Replacement. The College reserves the right to request replacement of the Bookstore Employees for good cause as determined by the College, or for actions considered to

be not in the best interests of the College. Such actions will be taken only after consultation with the Vendor.

8. Conduct. Vendor employees must strictly adhere to campus regulations regarding personal behavior and all other rules and regulations of the College.

G. Customer Service & Communications:

1. In order to determine that superior customer service is being provided to the College, a method to assess customer service shall be agreed upon by the College and the Vendor.
2. It is understood that the College reserves the right to establish a Bookstore Advisory Committee. The Vendor's bookstore manager shall meet regularly with the Bookstore Advisory Committee, and with College officials to review bookstore operations. Further, the Vendor's bookstore management shall work cooperatively with the Bookstore Advisory Committee, and with College officials, in the development and improvement of the Bookstore's program, services and policies. The Vendor shall make every reasonable effort to comply with requests from the Bookstore Advisory Committee and from College officials for the improvement of the Bookstore's program, services and policies.

H. Sustainability Practices:

The Vendor is expected to uphold the College's strong commitment to environmental consciousness and responsibility. Describe programs and processes the Vendor will use to support the College's sustainability practices.

I. Bookstore System

It is important that the awarded vendor's software system be compatible with the current administrative software system of the College. The College requests that the awarded vendor offer a solution that functions independently of, but is compatible with, the Ellucian (Banner) software platform which is currently in use at LBW Community College.

Vendors should provide documentation of integration with Ellucian customers provided such information is available.

The College requires a solution that will allow students to charge books and supplies to their financial aid. Integration with Ellucian must allow for balances to be adjusted accordingly, regularly, and timely based on the amount spent in the Bookstore.

For questions related to LBW Community College's administrative software, please email Patrick Adkinson at patrick.adkinson@accs.edu and copy Stacey Short at sdshort@lbwcc.edu.

J. Technology:

1. Indicate the systems and procedures proposed for use in the following Bookstore functions or areas:
 - a. Textbook and course materials management
 - b. Merchandise management
 - c. Student financial aid management
 - d. General / tradebook management
2. Provide information about your automated point of sale (POS) system for recording, verifying, and reporting sales, including a brief description of automated system features. Indicate what type of back-up system or procedures are to be utilized in case the system is temporarily inoperative. Indicate compatibility of point of sale system with Ellucian.

K. Bookstore Policies:

1. Operating Schedule. The Vendor will be required to operate the Bookstore(s) in the existing College Bookstore locations based on the Colleges' academic calendar.
2. The Vendor shall operate according to the following pricing policies:
 - a. All new paperbacks and trade books shall be sold at prices no higher than the publisher's suggested retail prices.
 - b. Textbook Pricing Policy shall be clearly stated. Refer to the attachment of College's current Bookstore Textbook Pricing Policy found in Section II.
 - c. All other merchandise shall be marked up to reflect a normal gross profit margin for the College Bookstore industry or as pre-priced.
3. The College may request and shall receive from the Vendor proof that the above pricing policies are being followed. Information shall be provided by the Vendor at the earliest possible time following its receipt of the College's request.
4. In exceptional cases only involving changes in university and college bookstore market conditions that are outside of the Vendor's control, the Vendor may request a mutual review and decision with respect to pricing policies at any time during the year. The College and Vendor shall determine the effective date of any such changes in policies.
5. The Vendor shall provide for charge sales of books, supplies, and all other merchandise to students, faculty, and staff through MasterCard, Visa, and Discover. The Vendor shall accept personal checks from students, faculty and staff in a reasonable amount in payment for purchases, subject to appropriate identification.
6. The Vendor shall post, in conspicuous places, bookstore policies concerning refunds, buybacks, exchanges, rentals and discounts. The Vendor shall provide a refund policy that is developed with students' welfare in mind to encourage repeat business.
7. The Vendor shall purchase used books from the students, faculty and others at the College based on a standard buyback schedule that is practical and convenient to both the Bookstore and the College.
8. The Vendor shall operate the Bookstore on a schedule that accommodates the academic calendar

of the College community. Other operating hours may be requested by the College to accommodate special events and, under such circumstances; the Vendor should make every effort to operate the Bookstore during such hours. Changes in the operating hours described above shall be approved by the College.

9. The Vendor shall prosecute individuals for acts of property damage, theft of merchandise or money, or fraudulent acts as the College should reasonably request and, if the College should so request, shall cooperate with the College in the College's prosecution of such individuals. The Vendor shall not have College students arrested by public authorities or prosecuted without prior consultation with the College's police.

L. Facilities & Equipment:

1. The Bookstore operated by the Vendor shall be operated in the existing Bookstore space. Additions to or deletions from the existing space, or relocation of the Bookstore, may be made but must be agreed upon in writing by the Vendor and the College.
2. The LBWCC Bookstore on the MacArthur Campus is located in the Student Center which houses the business office, student vending, employee mail/copy room and the bookstore. On the Andalusia Campus, the bookstore is located in the Jeff Bishop Student Center, which houses Student Services, Student Activities, Dean of Student Affairs, Club Sip, Grit and Grind Coffee, Tabby Too, and the bookstore.

The College expects, and the RFP should include, a plan to renovate current facilities by the awarded bookstore management services vendor. These upgrades can include new shelving, paint, entry ways, etc.

3. The Vendor shall provide all office machines, equipment, and supplies required for the efficient conduct of business. The Vendor may elect to utilize equipment already in place in the Bookstore, but shall accept the equipment in "as is" condition and be responsible for future maintenance of such equipment. Any equipment so utilized will remain the property of the College upon termination of the contract in the same condition as when accepted for use, normal wear and tear expected.
4. The Vendor shall be responsible for providing such additional equipment and fixtures as may be necessary for the successful operation of the Bookstore. All renovations and finishing out, including color selections is subject to prior written approval by the College.
5. The College will be responsible for major structural repairs to the space used by the Vendor, provided that such repairs are not required as a result of the actions of the Vendor, its agents or employees.
6. Current maintenance contracts on the College equipment, which is made available for use by the Vendor, will remain in force until their normal expiration dates, unless otherwise provided in the maintenance contracts. The Vendor will have the benefit of such contracts until their expiration dates, and thereafter shall provide for preventive maintenance and repairs of equipment at the Vendor's own cost and expense.
7. The College will provide all utilities to the space used by the Vendor including:
 - a. Heat, light, utilities, and air conditioning as is reasonably required for operation of the Bookstore.
 - b. Trash removal and extermination services for the Bookstore.

8. To the best of its knowledge, the College is not aware of any health or environmental problems which currently exist or are likely to develop in the physical facility which houses the Bookstore. The College shall be responsible for remedying promptly any health or environmental problems at the Bookstore, other than those caused by the Vendor, and notifying the Vendor accordingly.
9. The Vendor shall cooperate with the College Police and with other College officials in the provision of security for the Bookstore. The Vendor shall be responsible for maintaining intrusion alarms and other security systems deemed necessary for the space used by the Bookstore operation.

M. Financial Requirements & Administration:

1. The Vendor shall have complete responsibility for the financial administration of the bookstore facility. Such responsibilities include, but are not limited to, ordering books and merchandise, billings and collections from third parties, processing payments for all goods, acceptance and deposit of all funds, reconciliation of accounts, preparation of annual financial reports and all other such activities that may apply.
2. The Vendor shall supply its most current, certified year-end balance sheet and income statement and any other documentation necessary to demonstrate its capability to perform the agreement resulting from this solicitation without assistance from any outside source(s).
3. Licenses, Permits, and Taxes:
 - a. The Vendor shall secure and pay for all federal, state, and local licenses and permits required for the College Bookstore operations provided for herein. The College will cooperate with the Vendor in obtaining all licenses and permits and will execute such documents as shall be reasonably necessary or appropriate for such purposes. The Vendor shall pay for any and all taxes and assessments attributable to the operation of the College Bookstore provided herein including but not limited to sales taxes, excise taxes, payroll taxes, and federal, state, and local income taxes.
 - b. The Vendor will be granted the right to use the College's name, logo and seal for reproducing and imprinting stationary, soft goods, notebooks, pens, pencils, jewelry and similar items acceptable to the College, provided that the College's name is not used for product endorsement.
4. The Vendor shall pay to the College a commission percentage based on gross sales as defined herein. The Vendor shall specify this commission percentage in its Proposal.
5. Gross sales shall be defined as all collected sales at the Bookstore, including textbook rentals and all sales from the bookstore website: less voids, refunds, sales tax, discounted faculty/staff sales, and bookstore issued scholarship sales.
6. Applicable payments as set in the Vendor's proposal shall be made monthly by the Vendor to the College and shall be paid within thirty (30) days after the close of the month in which they were earned. The final payment for any year shall be made within thirty (30) days after the end of the applicable contract year and will include any adjustments required by the percentage of gross sales formula set forth in the Vendor's proposal.

7. Each payment shall be accompanied by a detailed statement of its computation and the Vendor shall furnish supporting documentation to the College upon request.
8. The College shall have full access at all times to the Bookstore accounting records, including all cash registers at the Bookstore being used by the Vendor, with or without notice. Cash register control totals will be used to verify the cash sales reported. All cash registers or point of sale equipment utilized by the Vendor in the College Bookstore shall have non-changeable grand totals.
9. The Vendor shall maintain complete and accurate accounts and records, in accordance with nationally accepted bookstore industry standards, of all revenues, cost of goods, salaries and benefits, and all other expenses in connection with the College Bookstore operation provided under the terms of the Contract. All such accounts and records shall be retained by the operation and may be inspected and reviewed by the College.
10. On termination of the Contract, commissions will be paid to the College on sales up to the final day the Bookstore is operated under the Contract. The commission due the College for any portion of a Contract year shall be calculated on a percentage basis.
11. The Vendor shall provide property and casualty insurance covering the Vendor's equipment and other personal property in the Bookstore. The College will provide property and casualty insurance, under the College's policy, covering Bookstore space and fixtures and equipment owned by the College.

N. Purchase of Merchandise & Inventory:

1. Upon commencement of this Contract, the Vendor shall purchase bookstore inventory then currently on hand using the following terms:
 - a. New Textbooks
 - 1) All new textbooks (in quantities not exceeding normal course requirements) formally adopted for the following term and on hand at the time of inventory will be purchased by the Vendor at the College's cost.
 - 2) All excess textbooks not accepted for return will be purchased by the Vendor at the current wholesale price.
 - b. Used Textbooks
 - 1) At the time of inventory, all used textbooks on hand that are formally adopted for the following term (in quantities not exceeding normal course requirements) will be purchased at the College's cost.
 - 2) All excess adopted used textbooks will be purchased by the Vendor at the current wholesale price.
 - c. Trade, Paperbacks, Technical and Reference Books
 - 1) All trade, paperback, technical and reference books in clean and saleable condition, less than six (6) months old, will be purchased by the Vendor at the College's cost.
 - 2) Books not in clean and saleable condition will be set aside and purchased by the Vendor at a mutually agreeable price.
 - d. School Supplies, General Merchandise, Clothing
 - 1) This category includes all items not previously mentioned, including art, office and general supplies, stationary and greeting cards, clothing which includes but is not limited to caps, T-shirts, sweat pants, giftware all with the Colleges' emblems or without the Colleges' emblems.
 - 2) All of the above supplies and merchandise in clean and saleable condition, up to a six

(6) month supply, will be purchased by the Vendor at the College's cost.

3) Items not in clean and saleable condition will be set aside and purchased by the Vendor at a mutually agreeable price.

e. Payment for Inventory

1) The Vendor will pay the College for all inventory within sixty (30) days after the completion of a physical inventory.

2. Upon the commencement of the Contract, the Vendor and the College will perform an inventory of the College's equipment, which will be used by the Vendor in the bookstore. The inventory will note the condition of the equipment, as agreed upon by the College and the Vendor.

O. Inclusive/Equitable/Universal Learning Access

1. Every student deserves equal access to learning materials; however, the soaring costs of textbooks have become a barrier for many, and it can negatively impact a student's educational journey. The vendor shall provide details, features, and pricing for their Inclusive Access, Equitable Access, Universal Learning Access type of product.

LBW Community College prefers a vendor who owns their own virtual reader for their inclusive / equitable / universal learning program for a single sign on.

P. Contract Terms, Renewals, Cancellation, Termination, Requirements, Additions, Adjustments, & Assignments

1. The initial contract shall commence on June 1, 2026, and continue for a period of five (5) years ending on May 31, 2031. If it is deemed to be of mutual benefit to both the College and the Vendor, both parties can mutually agree to renew the Contract under the provisions of the Alabama Competitive Bid Law.

2. Lurleen B. Wallace Community College and the Vendor shall have the right to terminate this Agreement at any time by giving one hundred and twenty (120) days written notice to the other party.

3. The failure of either the Vendor or the College to insist upon strict performance of any of the terms or conditions of this Contract shall not be construed as a waiver or relinquishment for the future of any such term or condition, and shall be and shall remain in full force and effect.

4. Either party to the Contract may make a written request for a review of its provisions and terms at any time and may agree to amend or revise any or all provisions and terms. All such mutually agreed upon adjustments must be in writing, signed by the authorized representatives of both parties, and the Contract amended to include same.

5. Neither party shall assign nor transfer the Contract or any part of same nor enter into any subcontract for services under this Contract without the prior written approval of the other party.

6. The Vendor is providing the services described herein as an independent vendor of the College, not as the College's agent or representative. The Vendor shall not, in any manner, use the

credit or the name of the College in connection with its business or affairs except as specifically authorized in the Contract or as approved prior to such use by the College. Further, the Vendor shall purchase merchandise and sign contracts in its own name and sole credit and shall promptly make full payment thereon, in accordance with the terms of purchase.

7. The Vendor shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government, bureau, or department applicable to the performance of the services described herein. The College agrees to provide all cooperation reasonably necessary for such compliance. In addition, the Vendor shall also comply with all College policies and regulations as may currently and/or in the future pertain to service under the Contract. These laws, ordinances, regulations, and policies shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though written out in full.

Q. Insurance Requirements

1. During the period of the contract, the College will require that a certificate of liability insurance be provided to validate insurance coverage. The College is to be named as an additional insured/certificate holder.

2. Insurance Coverage Provided by the College

The dedicated bookstore space is considered part of the College’s physical plant, and is therefore covered to the full limits of the State of Alabama’s blanket Property and Casualty Policies. Excluded from any such coverage, however, are liability exposure resulting from the vendor’s direct operations (auto, worker compensation, professional and general liability, product liability, fidelity bonding, inventory, business equipment, personal property, etc.)

3. Insurance Coverage Required by Vendor

By signing and submitting a proposal under this solicitation, the vendor certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Alabama by Alabama State Corporation Commission.

4. Insurance Schedule Policy

Worker’s Compensation	<u>Statutory</u>
Comprehensive General Liability: *	
Bodily Injury Liability	\$1,000,000 each person \$1,000,000 each occurrence
Property Damage Liability	\$1,000,000 each occurrence
General Aggregate	\$2,000,000 per project
Products, Completed Operations	\$2,000,000 per project
Aggregate	
Comprehensive Automobile Liability:	
Bodily Injury Liability	\$1,000,000 combined single limit
Property Damage Liability	\$1,000,000 combined single limit

Excess Umbrella Liability: **

Combined single limit body injury and/or property damage	\$5,000,000 each occurrence \$5,000,000 aggregate
Performance Bond	\$1,000,000

*Comprehensive liability to include but not limited to: Premises and operations liability

Products liability Protective liability Contractual liability

**Excess of above indicated underlying insurance subject to a \$25,000 self-insured retention on uninsured perils.

A certificate of insurance for all the above shall be required upon awarding of the contract. The College is to be named as an additional insured on this policy.

5. The Vendor agrees to hold the College harmless from any and all claims, demands, actions, debts, liabilities, judgments, costs and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of or damage to property or injuries to or the death of any and all persons whatsoever, in any manner, caused or contributed to by the Vendor, his agents, servants, or employees, while in, or about the College premises on which the work under this contract is to be done, or while going to or departing from same, and to save the College harmless from and on account of damages of any kind which the College may suffer as the result of the acts of any of the Vendor's agents, servants or employees in or about the performance of any contract between the Vendor and the College.
6. The Vendor shall indemnify and hold harmless the College for any liability incurred by the College as a result of the non-payment, for any reason, of any debt or obligation for which the Vendor has agreed to bear responsibility for payment, including the College's attorney's fees, costs of litigation and the amount of any judgment or extra judicial settlement entered into by the College, including interest.



V. Legal Requirements & Other Bid Related Information

All bids are to be in sealed envelopes or boxes with the bid number/name and date for receipt of proposal on the outside of the envelope or box. Delivery address is: Lisa Carnley, Dean of Finance and Administrative Services, 1000 Dannelly Blvd., Andalusia, AL 36420.

Bids delivered by Federal Express, Airborne Express, and other delivery services must have the Bid name and number on the outside of the delivery service's envelope or box.

Return to Lurleen B. Wallace Community College the forms requested in the Appendix section of the bid along with all other requested information. Bids must be received in the Business Office by April 6, 2026 at 10:00 a.m. Central Time. Any bids received after the bid closing date and time will not be accepted.

Late bids will not be considered. It is the responsibility of the vendor to ensure that the bid is delivered directly to the Business Office located in Administration Building on the Andalusia Campus.

All information shall be entered in ink or typewritten in the appropriate space on the forms. Bids must be signed in ink by an authorized individual on all forms and returned to LBWCC. Mistakes may be crossed out and correction inserted before submission of the bid. Correction shall be initialed in ink by the person signing the bid.

Bids must be submitted on the forms provided to ensure complete uniformity of wording of all proposals. Bids may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

Bid quote must show unit prices, extensions, and total price as requested on the bid proposal form. In the event of a discrepancy between unit price and the extension, the unit price shall govern. Failure to follow these instructions could result in rejection of the bid.

Bid prices are not to include tax. Tax exemption certificate furnished upon request.

Awarding Conditions

The bid prices should remain in effect for a minimum of 90 days from the bid opening.

Lurleen B. Wallace Community College reserves the right to reject any or all bids, or any part thereof. Bids may be awarded either by item-by-item, in product groups, or all or none, whichever appears to be in the best interest of the College. *Bid items are based on projected needs. This bid in no manner obligates the College to purchase any products or services.*

All responses will be reviewed for compliance with the mandatory requirements stated within the request for bid.

The College may contact the vendor for clarification of the responses. In awarding the bid, Lurleen B. Wallace Community College will consider a number of factors in combination in evaluating the proposals submitted. These factors, which are not listed in order of importance, are found elsewhere

in this document.

Clarification of Specifications

Vendors desiring further information or interpretation of plans or specifications should email Stacey Short at sdshort@lbwcc.edu by March 30, 2026. Answers to such requests will be given to all recorded vendors, in addendum form, which will be included as part of the contract documents.

Agreement

This proposal is to be made without connection with any other person, company, or parties making a bid or proposal and is to be in all respects fair in good faith, without collusion or fraud.

Vendor represents and warrants that all articles and services covered by this bid meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Act of 1970, No. 2006, and its regulations in effect or proposed as of date of bid.

The terms and conditions outlined in this bid shall be incorporated into the contract when awarded to the vendor. However, the College reserves the right to negotiate with a successful vendor provisions in addition to those contained in this request. The request for bid, as revised and/or supplemented, and the successful vendor's responses will be incorporated into and become part of the agreement. In the event there is a conflict with the terms of the awarded vendor's contract and the terms of this bid, the bid shall prevail. The College reserves the right to require a change in vendor representative, if the assigned representative is not meeting the needs of the College.

The College has the right to cancel any contract, for cause, including, but not limited to, the following: (1) failure to deliver within the terms of the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by vendor; (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provision of state or federal law; and (6) any other breach of contract. Bid awards are subject to change or cancellation due to unanticipated decrease in funding (including tuition, local, state, or federal funding). Bid awards are subject to change or cancellation due to changes in local, state, federal laws, regulations or policies or in changes in the policies of the Alabama Community College System.

If a company is awarded a bid with Lurleen B. Wallace Community College and the company cannot honor the terms of the bid, the company may be excluded from consideration in future bid awards. Proper documentation will be requested if a company cannot honor their bid, and the next lowest possible responsible vendor will be awarded the bid for the remaining duration of the bid.

Vendor Requirements

The vendor shall observe, perform and comply with or require compliance with all federal, state, and local laws, ordinances, rules and regulations and all amendments thereto which in any matter may affect the operation and vendor's activities undertaken pursuant to this agreement. The vendor shall also comply with all state and local building, fire, health, zoning laws, codes, and/or regulations that affect or that are applicable to vendors activities and operations hereunder. The final agreement shall be governed and construed in accordance with the laws of the State of Alabama.

Vendor must maintain compliance with the most current Payment Card Industry Data Security Standards (PCI-DSS) at all times. It is the sole responsibility of Vendor to ensure adherence to PCI-DSS compliance. Upon request, Vendor will provide proof of PCI-DSS compliance to LBW Community College within 48 hours. LBW Community College shall not, under any circumstances, act as or be considered a Service Provider for Vendor, as defined by PCI-DSS.

In the event of a breach or intrusion or unauthorized access to cardholder data stored at or for Vendor, Vendor shall notify LBW Community College's President and Dean of Finance and Administrative Services within 24 hours of an identified breach.

In the event of a breach or intrusion, Vendor acknowledges any/all costs related to breach or intrusion or unauthorized access to cardholder data entrusted to Vendor deemed to be the fault of Vendor shall be the liability of Vendor. Vendor agrees to assume responsibility for informing all such individuals in accordance with applicable law and to indemnify and hold harmless LBW Community College and its officers and employees from and against any claims, damages or other harm related to such breach.

Non-resident vendors must include documentation of the non-resident vendor's state preference laws. This is the amount or percentage given to resident vendors from their state when awarding contracts. Organizations or individuals awarded the bid certify that no agent, employee or representative possessing a questionable moral character; a history of criminal activity affecting the area where service is to be provided; or a conviction for sexual offense; will have direct contact with students, faculty, or staff. Violation of this provision will result in the nullification of the bid agreement.

The awarded vendor is responsible for filing the Statement of Economic Interests with the Alabama Ethics Commission, if the awarded vendor is a public official, public employee, or if a member of the awarded vendor's household is a public official or employee. The awarded vendor is responsible for sending a copy of the awarded contract to the Alabama Ethics Commission within ten (10) days after bid has been awarded. For more information concerning this requirement, please refer to the Alabama Ethics Commission Advisory Opinion 2001-29.

The awarded vendor must complete the Alabama Relationship Disclosure Statement required by Act 2001-955 within ten (10) days of the award for contracts over \$50,000. The enclosed Disclosure Statement must be completed and returned with the bid quote. It is the vendor's responsibility to follow the instructions included with the Disclosure Statement. A copy must be received by the College before the bid can be awarded. If the information on the form changes during the bid term, the vendor is required to submit a new form to the College. In addition, the successful bidder will be required to submit a notarized Affidavit of Alabama Immigration Law Compliance, an E-Verify Memorandum of Understanding (E-Verify can be found at www.e-verify.gov), an Additional Terms and Conditions Document, and a copy of General Liability (umbrella) insurance. The copy must show amount limits for automobile, workmen's compensation, etc. (applicable for the delivery of materials, supplies, etc.) Upon completion these items must be submitted to the College within ten (10) days of the award. Failure to do so may result in the immediate termination of the contract.

Certification pursuant to Act Num. 2006-557 Alabama Law (SECTION 41-4- 116, CODE OF ALABAMA 1975) provides that every bid submitted and contract executed shall contain a Certification that the vendor, contractor, and all of its affiliates that make sales for delivery into

Alabama or lease for use in Alabama are registered, collecting and remitting Alabama State and Local Sales, Use, and/or Lease Tax on all taxable sales and leases into Alabama. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO.2006-557.

They are not barred from bidding or entering into a contract pursuant to Section 41-4- 116, and acknowledge that the awarding authority may declare the contract void if the certification is false. The awarded vendor must complete information related to Alabama Immigration Laws.

NON-RESIDENT VENDOR INFORMATION

Act Number 2001-637 of the 2001 Alabama Legislature which Act became effective on May 21, 2001, and is codified as Code of Alabama, Section 39-3-5, provides as follows:

"Section 1. In the letting of public contract in which any state, county or municipal funds are utilized, except those contracts funded in whole or in part with funds received from a federal agency, preference shall be given to resident contractors, and a nonresident vendor domiciled in a state having laws granting preference to local contractors shall be awarded Alabama public contracts on the same basis as the nonresident vendor's state awards contracts to Alabama contractors bidding under similar circumstances; and resident contractors in Alabama, as defined in Section 39- 2-12, Code of Alabama 1975, be they corporate individuals or partnerships, are to be granted preference over nonresidents in awarding contract in the same manner and to the same extent as provided by the laws of the state of domicile on the nonresident.

Section 2. A summary of this law shall be a part of the advertised specifications of all projects affected by this law.

Acknowledgment

Bid must be submitted in a sealed envelope addressed to:

Lisa Carnley, Dean of Finance and Administrative Services
Lurleen B. Wallace Community College
1000 Dannelly Blvd.
Andalusia, AL 36420

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise. In compliance with Act 2016-312, the contractor hereby certifies 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.

BID MUST BE SIGNED AND NOTARIZED. Any attachments hereto are made and become a part of this Inquiry and must be signed by the Bidder.

FIRM _____

BY _____

Authorized Signature of Bidder
(Acceptable in ink only)

Printed or Typed Name of Bidder

MAILING ADDRESS _____

CITY, STATE & ZIP CODE _____

TELEPHONE NO. _____

EMAIL ADDRESS _____

FAX NO. _____

DATE _____

AL SALES TAX NO. _____

THIS BID MUST BE NOTARIZED

Sworn to and subscribed before me this

_____ day of _____, 2026.

Financial Compensation Schedule

In order to reimburse Lurleen B. Wallace Community College for the salary and benefit package for the Bookstore Manager incurred in connection with the bookstore; Vendor shall pay the College according to the following schedule:

An amount equal to invoice submitted by College to the Vendor, due on or before the 20th of each month. Invoices to reflect 1/12th of the Bookstore Manager salary based on the ACCS Salary Schedule, plus related taxes, insurance and retirement contributions.

In addition to the salary and benefit reimbursement stated above, a percentage of gross sales shall be paid on the following:

Gross Sales*		Percentage to the College
\$0....	\$2,000,000	_____
\$2,000,001....	\$4,000,000	_____
All sales in excess	\$4,000,001	_____

Qualification Statement

Offer to Lurleen B. Wallace Community College Andalusia, Alabama

Shipment will be made within _____ working days after receipt of purchase order.

Quotations are F.O.B. to Lurleen B. Wallace Community College, 1000 Dannelly Blvd., Andalusia, AL 36420.

Payment Terms:

I certify that I have read all the Project Description, Background Information, General Information and Proposal Requirements, Specific Requirements and Legal Requirements and other Bid related Information sections of the bid and this offer is made without prior understanding, or connection with any entity or person submitting a bid for the same materials, supplies or equipment, and is in all respect fair and with collusion or fraud. I am authorized to sign this bid for vendor. I agree to abide by all conditions of this bid request.

Name of Company (Please type or print)

Authorized Signature (Sign in ink)

Complete Company Address

Name (Please type or print)

City, State, Zip

Title (Please type or print)

Complete Address for Mailing Payments

Telephone Number

City, State, Zip

Fax Number

Federal Tax ID Number

E-Mail (Please type or print)

Minority Information

If this business is minority owned, please qualify below: (example – small, female owned business)

List of Preferences

Nonresident bidders must accompany any written bid documents with a certified list of preferences and an opinion of an attorney at law in such nonresident bidder's state of domicile, as to the preferences, if any or none, granted by law of that state to its own business entities whose principal places of business are in the letting of any or all public contracts.



State of Alabama Disclosure Statement

(Required by Act 2001-955)

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 of 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

OVER

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
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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 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
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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
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Notary's Signature	Date	Date Notary Expires
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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 \$50,000.

EXHIBIT H

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

RE Contract/Grant/Incentive (describe by number or subject): _____

by and between _____ (Contractor/Grantee) and _____

_____ State Agency, Department, or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _____ with the Contractor/Grantee named above, is authorized to provide the representations that are set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".

2. Applying the following definitions from the Section 3 of the Act, the Contractor/Grantee business structure is as indicated by my initials.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:

- a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
- b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

- a. The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.
- b. The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien, as that term is defined in Section 3 of the Act, within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. {Alien is any person who is not a citizen or national of the United States, as described in 8 U.S.C. § 1101, et seq., and any amendments thereto.}{Unauthorized Alien is an alien who is not authorized to work in the United States as defined in 8 U.S.C. § 1324a(h)(3).}

4. Contractor/Grantee is enrolled in E-Verify unless {initial the following selections which apply}:

- _____ (a) it is not eligible to enroll because of the rules of that program or other factors beyond its control.
- _____ (b) it is excused from the requirement of enrollment in E-Verify because it does not have an employee in the State of Alabama.

Certified this _____ day of _____ 20____ Name of Contractor/Grantee/Recipient

By: _____ Its: _____

The above Certification was signed in my presence by the person whose name appears above, on this _____ day of _____ 20____.

WITNESS _____ Print Name of Witness _____

Certification Pursuant to Act No. 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the Vendor, Contractor, and all its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and Local Sales, Use, and/or Lease tax on all taxable sales and leases into Alabama. **By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557.** They are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledge that the awarding authority may declare the contract void if the certification is false.

Company Name _____

Signature _____ Date _____

BID CHECKLIST

A complete bid packet should include the following:

- Proof of current liability insurance (pg.29-30)
- Detailed description of company background, experience, and qualifications to operate a college or university bookstore (pg. 20)
- Three (3) reference letters from colleges/universities where the vendor has operated or is currently operating a bookstore (pg. 20)
- List of promotions that will be provided during the academic year (pg. 21)
- Systems/procedures proposed for the following functions: (pg. 24)
 - a. Textbook and course materials management
 - b. Merchandise management
 - c. Student financial aid management
 - d. General/tradebook management
- Information on your automated point of sale (POS) system for recording/verifying/reporting sales (pg. 24)
- Current, certified year-end balance sheet and income statement (pg. 26-27)
- Notarized Affidavit of Alabama Immigration Law Compliance (pg. 42)
- E-Verify documentation (check your enrollment status or enroll at www.e-verify.gov) (pg. 33)
- Non-resident state preference laws and list of vendor's preferences, if applicable (pg. 34, 39)
- Bid acknowledgement that is complete, signed, and notarized (pg. 36)
- Financial Compensation Schedule (pg. 37)
- Qualification Statement (pg. 38)
- Disclosure Statement form that is complete, signed, and notarized (pg. 40-41)
- Exhibit H/Beason-Hammon Act form that is complete, signed, and witnessed and Notarized Affidavit of Alabama Immigration Law Compliance (pg. 42)
- Certification Pursuant to Act No. 2006-557 form that is complete and signed (pg. 43)
- Provide six (6) complete and bound copies of proposal by April 6, 2026 at 10:00 a.m. Central Time to the following address (bid name, number, and due date should be visible on delivery service's package):
 - LBW Community College
 - Attn: Lisa Carnley
 - 1000 Dannelly Blvd.
 - Andalusia, AL 36420