

NORTHWESTERN STATE UNIVERSITY

Purchasing Office
St. Denis Hall
Natchitoches, Louisiana 71497
Email: purchasing@nsula.edu
(318) 357-6474



ISSUE DATE: 08/11/2026
NSU BID NO. RQ27-0001

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION: This Quotation, subject to the conditions herein stated and attached hereto, will be received at this office until:

Tuesday, August 25, 2026, 2:00 P.M. (CST)

And then opened for furnishing the items and/or services as described for Northwestern State University.

THIS IS NOT A SEALED BID, VENDORS MAY RETURN QUOTE BY EMAIL.

DESCRIPTION

NSU Rec Complex Food & Beverage Services

INSTRUCTIONS:

1. Your bid should be made on this form and returned by mail, email, or in person.
2. The University cannot accept bids or addenda by phone.
3. Any quotation received after deadline will be considered non-responsive.
4. All prices are to be quoted complete and FOB Natchitoches (freight prepaid)
5. All prices must be firm.
6. DO NOT include Federal Excise Tax.
7. Unless otherwise specified, all bids shall be binding for 30 calendar days from date of bid opening

BIDDERS, PLEASE FILL IN ALL BLANK SPACES AND SIGN BELOW

Terms will be _____ and shipment will be received within _____ days after receipt of order.
Delivery may be a consideration in the award.

VENDOR NAME

SIGNATURE AUTHORITY (Re: L.R.S. 39:1594(Act 121))

ADDRESS

PRINTED NAME

CITY, STATE, ZIP

TITLE

TELEPHONE NUMBER

FEDERAL TAX IDENTIFICATION NUMBER (FIN)

EMAIL ADDRESS

DATE

ACCEPTANCE by NORTHWESTERN STATE UNIVERSITY

Date

Recommendation:

Approved: Ashlee Grayson, Director of Purchasing

INSTRUCTIONS TO BIDDERS

1. Bid Forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:

1. Bid contains no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on NSU's standard forms.

Bids must be received at the address specified in the Request for Quotation prior to bid opening time in order to be considered. Any bid received after bid opening time will be returned to sender unopened. Telegraphic and fax alterations to bids received before bid opening time **will be** considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

2. Submission of Solicitation: Firms/individuals who are interested in providing services requested under this Request for Quote must submit bid containing the information specified in this solicitation. The bid must be received by the Purchasing Office on or before **(2:00 P.M.)** Central Daylight Time on the date specified. Bidders mailing their submittals shall allow sufficient mail delivery time to ensure receipt of their submittal by the time specified. The submitted bid must be delivered at the Bidder's expense to:

Attn: Ashlee Grayson
Director of Purchasing
Business Affairs/St. Denis Hall
200 Sam Sibley Drive
Northwestern State University
Natchitoches, LA 71457

3. Prices: The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

4. F.O.B: Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.

5. Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand, name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the IFB.

6. Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for NSU Purchasing to evaluate quality, suitability, and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

MANUFACTURER'S NUMBERS AND TRADE NAMES: Where manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number are meant to establish the standard, type, quality, style, etc. Northwestern State University shall be the sole judge as to whether or not the equipment offered is equal to that specified.

7. Bid Opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting Northwestern State University Purchasing during normal working hours. Written bid tabulations will not be furnished.

8. Award: Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Northwestern State University Purchasing reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities. Only the issuance of a Purchase Order constitutes acceptance on the part of the University.

12. Reject: The University reserves the right to reject any and all bids, and to waive any informalities. The right is reserved to award contracts separately, grouped, or on an all-or-none basis. Missing bid information, including Signature Authority and Performance Bond information, and/or exceptions to terms and conditions may cause a bid to be rejected. All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling costs. All packages must reflect the NSU purchase order number, or it will be refused and returned at vendor's expense.

13. Payment Terms: Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Northwestern State University, Business Affairs, Accounts Payable Section, St. Denis Hall, Natchitoches, LA 71497. We must pay from ORIGINAL ITEMIZED invoices as required by the State Legislative Auditor.

14. U.S. Taxpayer Identification Number: Enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.

15. Taxes: The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

17. Contract Renewals: Upon Agreement of Northwestern State University Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

18. Contract Cancellation: Northwestern State University reserves the right to cancel this contract with thirty (30) days written notice.

19. Termination: Either party may terminate this Agreement upon thirty (30) days written notice, without further liability to any other party, in the event Force Majeure causes the continued performance under this

Agreement to be impossible or impracticable.

20. Force Majeure: Neither party shall be responsible for any failure to perform or delay in performing any of its obligations under this Agreement to the extent that such failure or delay, results from causes beyond the control of the party. Such causes shall include by not be limited to, Acts of God, acts of the government in its sovereign or contractual capacity, fires, floods, earthquakes, epidemics, pandemic quarantine restrictions, freight embargoes, riots, strikes, civil or military authority, acts of public enemy or war.

21. Default of Contractor: Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Northwestern State University Purchasing has determined the contractor to be in default, NSU Purchasing reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

22. Indemnity: Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, the contractor shall have no obligation as set forth above with respect to any claim of action from bodily injury, death or property damages arising out of the fault of the state, its officers, its agents or its employees.

23. Davis Bacon Act: The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

25. Applicable Law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

26. Discrimination and EEOC COMPLIANCE: The contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and contractor agrees to abide by the requirements of the Americans With Disabilities Act of 1990: Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or in accordance with KBB 2004-54 because of an individual's sexual orientation. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

27. Standard Preference:

A. In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted.

Do you claim this preference? Yes_____

Specify Item Number(s) _____

Name and location within Louisiana where such paper or paper product is manufactured or converted:

B. A preference not to exceed 10% may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes_____

Specify Item Number(s) _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled:

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents?

Yes: _____ No: _____

[Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences. Preferences shall not apply to service contracts.]

28. Scope of Contract: Furthermore, submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form terms and conditions which may be included in your bid are nullified, and contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

(Members of firm or person authorized to sign bids for corporation)

BIDDERS MUST SIGN IN INK

I M P O R T A N T

Signature Authority: In Accordance with L.R.S.39:1594 (Act 121), the person signing the bid must be:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reelected by an accompanying corporate resolution, certificate or affidavit; or
3. An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids.

By signing the bid, the bidder certifies compliance with the above.

WE ARE AN EQUAL OPPORTUNITY UNIVERSITY

INDEMNIFICATION AGREEMENT

The _____ agrees to protect, defend, indemnify, save, and hold harmless the
 (Contractor / Subcontractor / Lessee / Supplier)
 State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents,
 servants and employees, including volunteers, from and against any and all claims, demands, expense and
 liability arising out of injury or death to any person or the damage, loss or destruction of any property
 which may occur or in any way grow out of any act or omission of _____,
 (Contractor / Subcontractor / Lessee / Supplier)
 its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by
 _____ as a result of any claim, demands, and/or causes of action
 (Contractor / Subcontractor / Lessee / Supplier)
 except those claims, demands and/or causes of action arising out of the negligence of the State of
 Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or
 employees. _____ agrees to investigate, handle, respond to, provide
 (Contractor / Subcontractor / Lessee / Supplier)
 defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs
 and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Accepted by _____
 Company Name

 Signature

 Title

Date Accepted _____

Is Certificate of Insurance Attached? ____ Yes ____ No

Contract No. _____ for _____
 State Agency Number and Name

PURPOSE OF CONTRACT: _____

INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability "occurrence" coverage form CG 00 01 (current form approved for use in Louisiana). **"Claims Made" form is unacceptable.**
2. Insurance Services Office number CA 00 01 (current form approved for use in Louisiana). The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be overwater and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Agency. At the option of the Agency, either 1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials, employees and volunteers, or 2) the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

- a. The Agency, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the State of Louisiana.
- b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, officials, employees, Boards and Commissions or volunteers.
- c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agency.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers' compensation coverage only.

F. VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Agency before work commences. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

NOTIFICATION LETTER

To: All contractors, subcontractors and short-term workers working or proposing to work on the Campus of Northwestern State University.

The State of Louisiana has completed an asbestos survey of all state-owned buildings. The results of the survey are compiled in management plans by facility. The management plans were assembled according to the requirements set forth in the Department of Environmental Quality Required Elements Index. These plans are available for review to anyone interested in the results. The plans will be kept in the Office of Environmental Health and Safety Officer.

Designated person to carry out local education agency, Northwestern State University, responsibilities under LAC 33:III.2705:

Northwestern State University Environmental Health and Safety Officer:

**Chelsea Eddington
NSU Facilities Services Complex
998 South Jefferson Street
Northwestern State University
Natchitoches, LA 71497
(318) 357-4424**

Per LAC 33:III, Chapter 27, Louisiana Asbestos Regulations, this information is available for your review to ensure that all “workers who may come in contract with asbestos in a school or state building are provided information regarding the locations of ACBM and suspected ACBM assumed to be ACM.”

All contractors’ subcontractors and short-term workers planning to do any work on any Northwestern Campus shall coordinate with the Environmental Health and Safety Officer prior to beginning such work.

NSU Rec Complex Food & Beverage Services

Specifications

1. Purpose

Northwestern State University (NSU) is seeking proposals from qualified vendors to provide food and beverage concession services at the NSU Recreation Complex. Services may include operation from the Recreation Complex kitchen, service within the designated indoor pavilion, and mobile beverage-cart service on the golf course.

The University's goal is to enhance the experience of Recreation Complex guests, golf course patrons, pool members, tournament participants, and special-event attendees while maintaining safe operations, complying with applicable laws and University requirements, and generating revenue through an agreed-upon percentage of gross sales.

2. Scope of Services

- Operate food and beverage services Thursday through Sunday, generally from 9:00 a.m. until 6:00 p.m., unless otherwise approved by NSU.
- Provide additional or extended service for tournaments, special events, and other activities when requested by NSU. Specific dates and hours will be coordinated with the Recreation Complex representative.
- Operate only from locations approved by NSU, which may include the Recreation Complex kitchen, the indoor pavilion located between the pro shop and pool, and a vendor-provided mobile beverage cart on the golf course.
- Provide all staffing, inventory, supplies, tablecloths, service items, movable cooking equipment, refrigeration, small wares, storage, and a fully operational beverage cart necessary to perform the services, unless otherwise stated in the final agreement.
- Maintain sufficient staffing and inventory to meet anticipated demand without disrupting normal Recreation Complex operations.

3. Menu, Beverages, and Container Requirements

The vendor shall submit a proposed menu with pricing for NSU's review and approval. No menu item, product, or price may be added or materially changed without prior written approval from NSU. Offerings may include:

Beverages	Food
Soft drinks; sports drinks; bottled water; beer; hard seltzers; and other alcoholic beverages specifically approved by NSU.	Club sandwiches; hamburgers; french fries; hot dogs; and other approved grab-and-go items.

- Glass containers are strictly prohibited. Beer, alcoholic beverages, nonalcoholic beverages, and food must be served in cans, plastic bottles, paper products, or other non-glass containers approved by NSU.
- Food and alcoholic beverages are prohibited on the pool deck. Food and beverages sold under this agreement may be consumed only on the golf course or in the designated indoor pavilion between the pro shop and pool, unless NSU provides prior written approval for another location.

- All beverage offerings must comply with NSU's then-current exclusive beverage and sponsorship agreements, including applicable Coca-Cola product requirements. Competitive beverage products may not be sold, served, or distributed unless expressly approved in writing by NSU.

4. Alcohol Service and Legal Compliance

- The sale or service of alcoholic beverages is subject to prior written approval by NSU and may begin only after the vendor has obtained and provided evidence of all required state and local permits and licenses.
- The vendor is solely responsible for compliance with all applicable Louisiana Office of Alcohol and Tobacco Control requirements, local ordinances, responsible-vendor requirements, age-verification laws, and restrictions on hours and manner of service.
- All personnel who sell or serve alcoholic beverages must hold current permits or certifications required by law. The vendor shall maintain copies onsite and provide them to NSU upon request.
- The vendor shall implement written procedures for identification checks, refusal of service, prevention of service to visibly intoxicated persons, incident reporting, and secure storage and inventory control.
- NSU may restrict or suspend alcohol service at any time when necessary for safety, compliance, or University operations.

5. University Events and Scheduling Priority

Fundraising and University-sponsored events have priority. When food or beverages are donated or otherwise provided for a fundraising or University-sponsored event at the Recreation Complex, that event will take priority over the vendor's services for the applicable date, time, and service area. NSU will provide notice as soon as reasonably practical. The vendor shall suspend or adjust operations as directed by NSU and will not be entitled to lost-profit reimbursement, minimum sales, or other compensation for the affected period.

6. Operations, Sanitation, and Safety

- Keep all kitchens, carts, pavilion tables, service areas, equipment, and surrounding areas clean and orderly and comply with all applicable food-safety, sanitation, fire, health, and environmental requirements.
- Remove trash generated by the vendor's operations and properly dispose of food waste, packaging, and beverage containers at the conclusion of each service period.
- Protect University property and promptly report spills, damage, safety concerns, alcohol-related incidents, or other unusual occurrences to the designated NSU representative.
- Comply with all applicable federal, state, and local laws; NSU policies and procedures; facility rules; and lawful instructions issued by authorized University personnel.
- Obtain and maintain all required permits, licenses, registrations, certifications, and insurance coverage throughout the contract term. Including:
 - LDH Permit
 - Alcohol/Liquor License

7. Insurance and Risk Requirements

- Maintain general liability, liquor liability, workers' compensation, and automobile liability coverage, as applicable, in the forms and limits required by NSU and state law.
- Provide certificates of insurance and required endorsements before beginning work and upon renewal. NSU and any other entities required by the solicitation or contract shall be named as additional insureds where applicable.

- The vendor remains responsible for the acts and omissions of its employees, agents, and subcontractors and for safeguarding its own equipment, inventory, cash, and records.

8. Revenue, Reporting, and Audit

- Propose a percentage of gross sales payable to NSU and clearly identify any proposed guaranteed minimum payment or other compensation structure.
- Use a point-of-sale or other verifiable system that separately tracks all food, nonalcoholic beverage, and alcoholic beverage sales made under the agreement.
- Submit monthly sales reports and payments to NSU by the deadline established in the final agreement. Reports must show gross sales, approved refunds, applicable taxes, net reportable sales, and the amount due to NSU.
- Maintain complete sales and supporting records for the period required by the final agreement and applicable law and allow NSU or its authorized representatives to review or audit those records upon reasonable notice.
- Collect and remit all applicable sales, alcohol, and other taxes and fees associated with the vendor's operations.

9. Proposal Requirements

- Company background and number of years of relevant experience.
- Experience operating concessions, golf-course food service, beverage carts, and alcohol service.
- Proposed staffing and operating plan, including regular and special-event coverage.
- Proposed menu, product brands, portion sizes, and pricing.
- Description of the beverage cart and all equipment the vendor proposes to provide.
- Cleaning, sanitation, safety, security, alcohol-service, and inventory-control procedures.
- Copies or descriptions of required licenses, permits, certifications, and insurance coverage.
- Proposed percentage of gross sales, any guaranteed minimum payment, and the proposed method for documenting and reporting sales.
- At least three references for comparable services performed within the past five years.

10. University Oversight and Reservation of Rights

All services are subject to NSU oversight and the terms of the final contract. NSU reserves the right to approve or reject menu items, pricing, service locations, hours, equipment, signage, and operating procedures; to modify service schedules or designated areas; and to require corrective action when necessary to protect health, safety, University property, contractual obligations, or compliance with law and University policy. In the event of a conflict, applicable law, University policy, and the final executed contract will control.

NSU Rec Complex Food & Beverage Services

Bid Form

The bidder proposes to provide all labor, equipment, supplies, inventory, permits, licenses, insurance, and other resources necessary to perform the services described in the solicitation.

In consideration for the right to operate food and beverage concession services at the NSU Recreation Complex, the bidder agrees to pay Northwestern State University the following percentage of Gross Sales:

Monthly Percentage of Gross Sales Payable to NSU: _____%

Percentage Written in Words: _____ Percent

Or

Guaranteed minimum Payment to NSU: _____

Payment Written in Words: _____

The percentage stated above shall apply to all food and nonalcoholic beverage sales made under the resulting contract.

The bidder must attach the following:

- Proposed menu and pricing
- Proposed operating and staffing plan
- Description of the beverage cart and equipment to be provided
- Required licenses, permits, certifications, and insurance information
- Proposed method for tracking and reporting sales

The percentage entered on this Bid Form will be used as the primary basis for comparing responsive bids. Menu pricing, operating plans, vendor qualifications, references, and compliance with all solicitation requirements will also be reviewed to determine bidder responsibility and responsiveness.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____