

CITY OF JASPER, ALABAMA  
P. O. Box 1589  
121 17<sup>th</sup> Street West  
Jasper, Alabama 35502

Date: January 22<sup>nd</sup>, 2026

Bids to be opened at 11:00 A.M.  
Date: February 23, 2026

To Whom It May Concern:

Sealed bids will be received by the City of Jasper, Alabama, at Purchasing Agent's office in Jasper, Alabama, until the above time and date, and then opened as soon thereafter as practicable.

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**Specifications: BASKETBALL OFFICIATING SERVICES**  
**SEE ATTACHED SHEETS**

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If you are unable to furnish an item as specified and desire to offer a substitute, give full description of the item. No errors will be corrected after bids are opened. No prices shall include State or Federal Excise Taxes. Tax exemption certificates furnished upon request. City reserves the right to accept or reject all bids or any portion thereof.

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**TO BE COMPLETED BY BIDDER**

We are in a position to furnish the above at the prices shown and can make shipment within \_\_\_\_\_ calendar days after receipt of order. Any attachment hereto is made and becomes a part of this inquiry and must be signed by the Bidder.

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.

\_\_\_\_\_  
Name of Firm

By \_\_\_\_\_  
Name

Title \_\_\_\_\_

(Bids made out in pencil will not be accepted.)

**ALL BIDDERS MUST USE OUR BID FORM AND SHOW ON ENVELOPE THE OPENING DATE.**

**CITY OF JASPER  
REQUEST FOR PROPOSALS  
BASKETBALL OFFICIATING SERVICES**

**SCOPE:**

The City of Jasper is seeking proposals to provide personnel to officiate basketball games for Park and Recreation Basketball Program. The City of Jasper, Alabama will receive proposals until 11:00 AM, local time, on February 23<sup>rd</sup>, 2026 in the Purchasing Agent's office at the Jasper City Hall, 121 17th Street West, Jasper, Alabama 35501.

The contract period shall be for a twelve-month period from the date of the contract award with an option to issue a second and third contract with the same pricing, terms and conditions and agreement by both parties for a second and third twelve-month periods.

This request is for annual requirements to provide personnel to perform basketball officiating services for the City of Jasper program which will be comprised of an age-appropriate number of certified umpire officials for each game. The Supplier shall provide management, labor support functions and personnel necessary to provide sufficient qualified officials with the technical skills and certifications necessary to provide competent management of games.

Upon written request transmitted via fax or email, or pre-published schedules, the Supplier shall dispatch qualified personnel to the Park and Recreation chosen location at the identified time. Basketball season begins the second week of December and continues through the last week of March with a league tournament to follow. The Park Director will provide the basketball schedule for the current season to the successful supplier. All games are to be a three-game back-to-back schedule on weekdays starting at 5:30 PM and a four-game back-to-back schedule on weekends starting at 9:00 AM and are normally played at night on Monday, Tuesday, Thursday, and Friday and on Saturday mornings in the Swan Gym at Memorial Park.

Officials supplied will be screened by the supplier and must have passed either the National High School Federation Test or the Alabama High School Athletic Association Test. Officials shall arrive no later than 10 minutes before the first game starting time, dressed in proper officiating attire and ready to work. Officials must sign score sheets and indicate the number of games called at the end of each session. The Park and Recreation will provide basketball leagues for the following age groups 6-8, 9-10, 11-12, 13-15 and 16-18. The Park Department will provide rules for each age group to the successful supplier. This contract will not cover district tournaments or adult league hosted by the Jasper Park Department.

As part of the proposal, each supplier shall submit a cost proposal for each different age group with no mileage fee allowed. The booking fee must be submitted in the cost section of the proposal and be opened for negotiations.

The Supplier shall submit a properly prepared invoice for all services provided on a weekly basis for the preceding week to the Park and Recreation Director for verification. The price per game will include 2 officials per game. Administration fees will include both the booking fees and assigning fees and will be billed on a per invoice basis. Improperly submitted invoices will be returned to Supplier for correction.

Supplier shall pay all taxes, levies, duties, and assessments of every nature due in connection with the services provided under this agreement and shall make any and all payroll deductions required by law and hereby identifies and holds harmless the City from any liability on account of any and all taxes, levies, duties assessments and deductions.

Supplier shall obtain all federal, state and local permits and licenses required to execute the project as described. Supplier further agrees to abide by all applicable federal, state, and local codes, regulations statutes, ordinances and laws including but not limited to Equal Employment, Anti-Discrimination, Immigration, Wage and Salary, Drug Free Workplace and Disability.

The relationship of the Supplier and officials supplied to the City is that of independent contractors and not of employees of the City. Supplier and officials shall not be entitled to any benefits that accrue to an employee of the City and shall not be covered by Workers' Compensation, leave, retirement, and group health insurance. Supplier assumes responsibility for injuries occurred by officials and will provide the City with procedures on handling such.

The Supplier must provide notice within 24 hours if they are to be unable to provide services. The City reserves the right to hire substitute officials for any situation it deems necessary.

At any time and for any reason, or without cause, the City reserves the right to reject the services of any Official referred by the Supplier and or prohibit an individual from providing services in the future. In the event the City is forced to repeatedly reject Officials from the Supplier, the City may terminate any portion of or the entire agreement. Excess repeated rejections are defined as a rejection rate that exceeds 5% of the officials provided. Failure to provide at least two officials or failure for any officials to appear for three scheduled games can cause termination as provided above.

Proposals must be submitted in a professional manner to merit consideration. One original must be supplied in the following format:

- Letter to include full name of supplier, legal status, address, telephone number, fax number, Federal Tax ID number and statement that you have carefully read, understand, and agree to all terms and conditions in the Request for Proposals, and you intend to supply the services specified herein.
- Exceptions – please list any to the requirements of request, the City reserves the right to reject any exceptions.
- Project Planning and Management – describe your approach to managing the City's requirements for providing basketball officials.
- Suppliers Experience and Personnel - describe your experience and provide a list of at least six (6) possible officials with years of experience.
- Cost proposal – List the game rate and booking fee.
- Customer References – Minimum of three (3)
- Additional information you feel is relevant to your consideration.

An evaluation committee will review the proposals and determine the best proposals in accordance with following evaluation criteria:

- Suppliers experience and track record
- Adequacy of officials
- Management approach to providing and monitoring performance
- Cost

The City reserves the right to waive minor variances from the specifications, provided these differences do not violate the specification intent, materially affect the operation for which the services are being purchased, nor increase the estimated cost to the City. The City reserves the right to reject all or any part of proposals received.

All requests for interpretation of any portion of the request may be made by telephone to the City Purchasing Agent at 205.385.7968. All replies will be given verbally and a copy of any inquiry and advice, if deemed vital by Purchasing Agent, will be made available to each prospective bidder.

All bids/proposals shall be submitted in the form and manner indicated by the bid documents and bid forms. Any bid /proposal which is not submitted in form and manner indicated which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for the purposes of making an award, or which alter any proposal terms, conditions specifications, or forms, which has not been previously by written addendum from Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive and shall be rejected. Any proposals that do not fully respond to all detailed specifications or requests for information including execution of proposal forms may be declared “non-responsive” and recommended for rejection.

#### **CONTACT INFORMATION**

Any questions please contact:

Jessica Cook, Accountant/Purchasing Agent  
E-mail: [PurchasingAgent@jaspercitey.com](mailto:PurchasingAgent@jaspercitey.com)  
Phone: 205.385.7968

#### **BID SHEET**

**Price Per Game:** \$ \_\_\_\_\_  
(Includes 2 Officials Per Game)

**Administration Fees Per Invoice:** \$ \_\_\_\_\_  
(Includes both Booking & Assigning)