

CITY OF JASPER, ALABAMA
P. O. Box 1589
400 19th Street West
Jasper, Alabama 35502

Date: January 22nd, 2026

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

Specifications: VOLLEYBALL OFFICIATING SERVICES
SEE ATTACHED SHEETS

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 are furnished upon request. City reserves the right to accept or reject all bids or any portion thereof.

TO BE COMPLETED BY BIDDER

We are able 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
VOLLEYBALL OFFICIATING SERVICES**

SCOPE:

The City of Jasper is seeking proposals to provide personnel to officiate its Park and Recreation Volleyball Program. The City of Jasper, Alabama will receive proposals until 11:00 AM, local time, on February 23rd, 2026 in the Purchasing Agent's office at the Jasper City Hall, 121 17th Street W, 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 volleyball officiating services for the City of Jasper program which will be comprised of the following: at least two (2) certified officials for each match. The supplier shall provide management, labor support functions and personnel necessary to provide sufficient qualified officials with the technical skills and certifications required to provide competent management of matches.

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. Volleyball season begins the first week of September and continues through the last week of November with a league tournament to follow. The Park Director will provide the volleyball schedule for the current season to the successful supplier. All matches are scheduled for either a four or five match back-to-back and are normally played on Monday, Tuesday, and Thursday evenings in the Swann 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. The first match's start time will be 6:00 P.M. Officials must sign score sheets and indicate the number of matches called at the end of each night's session.

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 any and 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 umpires supplied to the City is that of independent contractors and not of employees of the City. Supplier and umpires 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.

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 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 manage the City's requirements for providing volleyball officials
- Suppliers Experience and Personnel - describe your experience and provide list of at least six (6) possible umpires 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 umpires
- 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 proposal 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, if deemed vital by the 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.

The contact person: Jessica Cook, Accountant/Purchasing Agent, City of Jasper (205) 385-7968.

BID SHEET

Price Per Game: \$ _____
(Includes 2 Officials Per Game)

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