

# TROY UNIVERSITY

Sealed bids will be accepted on the goods and/or services described within this document - until the time and date provided below when responses will be publicly opened and read. TROY UNIVERSITY reserves the right to reject any and all bids and be the sole judge of quality versus cost. All quotes must be F.O.B. TROY UNIVERSITY (TO SPECIFIED LOCATION).

QUOTE ON THE ITEM(S) LISTED ON THE ATTACHED PAGE(S). NO EMAILED OR FAXED BIDS WILL BE ACCEPTED. DIGITAL COPIES ARE TO BE SENT IN ADDITION TO THE PHYSICAL BID PACKAGE. TROY UNIVERSITY DOES NOT PRE-PAY BID ITEMS.

FILL IN THE FOLLOWING INFORMATION AND RETURN WITH BID:

- SIGN AND RETURN THIS FORM WITH YOUR BID
- THE OUTSIDE OF THE ENVELOPE SHOULD STATE BID #, TIME, AND OPENING DATE

TROY UNIVERSITY BID #

Day:

Date:

Time:

**SUBMIT SEALED BIDS TO:**

Troy University Purchasing Department,  
100 University Park Troy, AL 36082

Attn: Sarah Richards  
bids@troy.edu

**VENDOR INFORMATION: ALL ITEMS MUST BE LEGIBLE.**

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

EMAIL ADDRESS (REQUIRED) \_\_\_\_\_

SHORTEST ESTIMATED SHIPPING TIME FOLLOWING INTENT TO AWARD: \_\_\_\_\_

**NOTE THE FOLLOWING ITEMS:**

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 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 acknowledges that the awarding authority may declare the contract void if the certification is false.

**CANCELLATION FOR LACK OF FUNDING:** This contract may be cancelled without any further obligation on the part of TROY University in the event that funds are not appropriated or sufficient funding is unavailable to assure full performance of terms.

A list of terms and requirements follows. **All applicable items on check list are required at the time of the bid opening.**



Request for Proposal #25-006

Bookstore Management & Operation Services

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**I. CALENDAR OF EVENTS**  
Troy University  
Request for Proposal # 25-006  
Bookstore Management & Operation Services

Tuesday, December 3, 2024	Issue RFP
Tuesday, January 14, 2025	Mandatory Pre-Bid Conference – 2 PM CST (In Person, via Teleconference or Teams Meeting) Troy University Conference Room 100 University Park, 2 <sup>nd</sup> Floor Troy, AL 36082
Tuesday, January 21, 2025	Questions for RFP due via email to <a href="mailto:bids@troy.edu">bids@troy.edu</a> by 5pm
Tuesday, January 28, 2025	Troy University Response to Questions on RFP Due by 5pm
Tuesday, February 4, 2025	Proposals due by 2 PM CST. Prior to this time, deliver or mail bids to:  <b>Sarah Richards</b> Purchasing & Asset Management Coordinator Troy University <b>100 University Park, 2<sup>nd</sup> Floor</b> <b>Troy, AL 36082</b>  * At 2 pm, the opening will be held in the 2nd-floor conference room at 100 University Park (see page 9 for further instruction).
Tuesday, February 11, 2025	Reference(s) review begins
Tuesday, February 25, 2025	RFP Finalist(s) Announced
Tuesday, March 11, 2025	Contractor Presentations/Demonstrations by selected firms
Tuesday, April 8, 2025	Selection of Contractor (if decision is made to award contract)
Friday, August 1, 2025	Contract commencement

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

## II. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from experienced firms, hereinafter referred to as “Contractor” in order to establish an initial contract for five (5) years with renewal option for an additional five (5) years through competitive negotiation for providing Bookstore Management and Operation Services for students, faculty and staff of **Troy University**. There are three brick-and-mortar bookstores, one each on the Troy, Montgomery and Dothan Campuses; the Troy and Dothan Campus bookstores provides services for the Troy and Dothan Campuses, respectively; the Montgomery Campus bookstore provides services for the Montgomery and Phenix City Campuses, and for students taking online courses. All of these campuses are hereinafter collectively referred to as the “**University**”.

## III. BACKGROUND

### A. Institutional History

Founded in 1887 as a normal school to teach teachers, Troy University today is a public, internationally recognized institution serving traditional and nontraditional students in class and online and providing a wide variety of academic programs from the associate to the doctoral level.

Troy University services over 17,000 students at its four (4) campuses in Alabama (Troy, Montgomery, Dothan and Phenix City), five (5) locations in Southeast Asia and online. More than 9,000 students are online learners enrolled in nine-week terms and are serviced by the **University’s** Troy Online Student Services division. Troy University is a worldwide leader in distance education.

Troy University offers 112-degree programs through its five colleges: Arts and Sciences, Business, Communication and Fine Arts, Education, and Health Sciences. Of the 112-degree programs (65 undergraduate and 47 graduate), 67 of the degree programs are fully online (30 undergraduate and 37 graduate). All programs are accredited by the Southern Association of Colleges and Schools.

Troy University has more than 176,000 alumni worldwide. The Troy University Alumni Association has 69 local alumni chapters in the United States and three international chapters in China, Vietnam and Russia.

Troy University outsources its Bookstore Management & Operation Services at the Troy, Dothan and Montgomery campuses. These bookstores handle all bookstore services that are required for on-campus students and online students. Since Covid, there has been an increase in on-campus students taking online courses, in addition to their on-campus courses. It is the desire of Troy University to partner with an agent who can provide professional services in the most efficient manner possible, whereby increasing the level of service and offerings and reducing costs and/or increasing revenues. Troy University is focused on providing world class service to students and all constituents; therefore, Bookstore Management & Operation Services are a critical support unit to the **University**.

### B. Enrollment Data

Below is the annualized Headcount for each campus for academic years 2020-2021, 2021-2022, 2022-2023, 2023-2024 and Fall 2024 only:

<b>Campus</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>Fall '24 only</b>
Troy	7,018	6,513	6,269	6,244	5,924
Phenix City	752	631	543	426	225
Dothan	1,226	1,058	868	816	506
Montgomery	777	599	493	458	258
Online	<u>10,445</u>	<u>9,462</u>	<u>9,262</u>	<u>9,269</u>	<u>6,781</u>
	20,218	18,263	17,435	17,213	13,694

**C. Existing Bookstore Layouts**

- Appendix A (1) – Troy, AL Campus
- Appendix A (2) – Montgomery, AL Campus
- Appendix A (3) – Dothan, AL Campus

**D. University's Renovation Plan**

There is a requirement on the part of the **University** to renovate the current **University** bookstores. All three on-campus bookstores are in need of an upgrade and will be required to have the same matching theme. Please include in your proposal recommended renovations that reflect current innovations in the bookstore industry.

**E. Sales Figures for University Bookstores**

- Appendix B (1) – Summary Gross Sales by Merchandise Category, All Campuses, 4 academic years
- Appendix B (2) – Monthly Gross Sales by Location, All Campuses, 4 academic years
- Appendix B (3) – Dothan Campus Bookstore Sales Report, 4 academic years
- Appendix B (4) – Montgomery Campus Bookstore Sales Report, 4 academic years
- Appendix B (5) – Phenix City Campus Bookstore Sales Report, 2 academic years
- Appendix B (6) – Troy Campus Bookstore Sales Report, 4 academic years
- Appendix B (7) – Troy Campus True Spirit Sales Report, 4 academic years

**F. Bookstore Employees**

Currently, the **University** bookstore operations are outsourced to Barnes & Noble (B&N). B&N provides bookstore services and an online website for all the **University** locations. All bookstore employees are those of B&N.

**G. Equitable Access Program**

With the start of the 2024-2025 academic year, B&N and the **University** implemented B&N's First Day Complete program, renamed to the Trojan Book Bag program. The goal of this course material rental program is to provide access to all required course materials, regardless of format (physical or digital), by the first day of class at a savings of 30 to 50% and a fixed, predictable price to the student. Students are automatically enrolled in the Trojan Book Bag when they register for classes each semester/term and have the opportunity to opt out of the program through the registration drop/add period if not financially beneficial to them. Approximately thirty (30) days before classes start, registered students receive a selection email which allows the student to inform the Bookstores how they want to receive their physical course materials (either in-store pick up or ship to home). The Bookstores begin preparing the orders as soon as delivery choice is received from the student. Digital course materials are delivered directly to the Learning Management System, Canvas. The **University** is extremely interested in continuing this equitable access program at the current charge of \$20.80 inclusive of tax [\$20 + \$0.80 rental tax (\$20 x 4%)] per credit hour going forward into the next contract period, or a lesser amount if all contributing factors lead in this direction. Any response to the RFP should include financial terms which guarantee any commission, fixed, or variable cost levels as required by the vendor to provide service both in-store and through the Trojan Book Bag program at the level proposed also keeping this Trojan Book Bag rate to the student consistent for the duration of the contract term with no additional out-of-pocket cost to the University.

## **IV. GENERAL INFORMATION AND PROPOSAL REQUIREMENTS**

**A. Program Objectives**

The **University** is seeking a qualified Contractor that will exemplify our institution's mission by providing full-service Bookstores with the highest caliber of services delivered to the **University** community. The Contractor must provide management, labor, equipment, goods and supplies necessary to manage and operate professional on-campus bookstores and an online website. The **University's** overall goal in soliciting a Contractor to provide Bookstore Management and Operation Services is to enhance and improve upon the level of financial effectiveness, services and satisfaction currently being provided on campus. It is essential that the Bookstores 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 **University** 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 **University** and the Contractor, the Contractor shall have exclusive rights to operate the full-service **University** Bookstore at each site and as well as the online website, in accordance with the requirements, terms, specifications, conditions, and provisions hereinafter contained.
2. The Contractor shall provide the **University** with the services and innovation expected of high-quality **University** bookstores.
3. Contractor will be required to provide an online website for the sales of all bookstore items, including course materials and soft goods/merchandise. The Contractor will be responsible for the creation and maintenance of the online website for e-commerce. The layout and contents of the online website must be approved by the **University**.

**C. Term**

1. The Contract shall commence on **August 1, 2025** and continue for a period of **five (5)** years ending **July 31, 2030**. If it is deemed to be of mutual benefit to both parties, the **University** and the Contractor can mutually agree to renew the Contract beyond the original **five (5)** year period for an additional five years, ending **July 31, 2035**.

**D. Proposal Preparation and Submission**

In order to be considered a respondent to the **University's** RFP, the Contractor must include and or acknowledge all of the following in their proposal.

1. Commitment of the **University**

The **University** reserves the right to withdraw this RFP at any time and for any reason. Receipt of proposal materials by the **University** or submission of a proposal to the **University** confers no rights upon the proposer nor obligates the **University** in any manner.

A contract, based on this RFP, may or may not be awarded. Any contract resulting in an award from the RFP is invalid until properly approved and executed by the Chancellor or approved designee of the **University**. Any agreements shall be construed and interpreted according to the laws of the State of Alabama.

2. Issuing Office

This RFP is being issued by and sealed proposals are to be submitted to:  
Troy University Purchasing Department  
Attn: Ms. Sarah Richards, Purchasing & Asset Management Coordinator  
100 University Park, 2<sup>nd</sup> Floor  
Troy, AL 36082

3. Form of Contract

The Contractor bidder shall submit a proposed agreement, the scope and terms of the contract shall consist of the RFP, any amendments thereto, and the Contractor's proposal in response to the RFP. In the event that an issue is addressed in one document that is not addressed in the other documents, no conflict in language shall be deemed to have occurred. However, the **University** reserves the right to clarify any contractual relationship in writing with the concurrence of the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Contractor's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

No modifications or changes in any provision in the contract shall be made, or construed to have been made, unless such modification is mutually agreed to, in writing, by the Contractor and the

**University** and incorporated as a written amendment to the contract. Memoranda of understanding and correspondence shall not be construed as amendments to the contract.

The contract shall be governed by the laws of the State of Alabama both as to its interpretation and performance without regard to its choice of law requirements. Should either party be required to legally enforce the contract then suit shall be filed in the Circuit Court of Pike County, Alabama as the exclusive venue to adjudicate the same and the non-prevailing party shall be responsible for the expenses of the prevailing party, including reasonable attorney's fees as a result of such litigation.

4. Deviations from the Form of Contract

The stated requirements appearing elsewhere in the RFP shall become a part of the terms and conditions of any resulting contract. Any deviations, therefore, must be specifically defined by the Contractor in the proposal which, if successful, shall become part of the contract, but such deviations must not be in conflict with the basic nature of this RFP.

5. Execution of Contract

The Contractor to whom the contract is awarded shall, within ten (10) days after prescribed documents are presented for signature, execute and deliver to the **University** the contract in substantial form, and include those items added or deleted during negotiations. The Contractor shall also provide satisfactory evidence of all required insurance coverage, bonds, and proof satisfactory to the **University**, of the authority of the person executing the contract on behalf of the Contractor.

The above documents must be furnished, executed, and delivered before the contract will be executed by the **University**. The contract will not be binding upon the **University** until it has been executed by the **University** and a copy of such fully executed contract is deliverable to the Contractor.

The contract shall be for a term of five (5) years with the option to renew for one additional five (5) year period (not to exceed a total of ten (10) years).

6. Contract Requirements

BID BONDS:

The **University** Purchasing Policy provides that all Contractors are required to furnish a bid bond on any contracts for services exceeding \$50,000. A bid bond is designed to secure a particular bid until it is either rejected or accepted and a contract is made and secured or goods are received.

Bid guarantees may be presented in the form of a bid bond, postal money order, certified check, cashier's check, or irrevocable letter of credit for no less than 10% of the bid amount. All check guarantees for Contractors not awarded will be returned in a timely manner.

For the awarded Contractor, a bid bond remains in effect until the following:

A Contractor who is providing goods or materials has received an approved **University** Purchase Order or contract, or

A Contractor who is providing services has been notified of award. The bid bond for the Contractor will remain in the possession of the **University** Purchasing Department until such time as a performance bond can be presented to the **University** for the services under contract.

PERFORMANCE BONDS:

The **University** provides that a bond is a responsible sum for faithful performance of the contract, with adequate surety, shall be required in an amount specified in the advertisement for bids. The performance bond shall be set at no less than 10% of the total contractual amount or at



a stated amount of no less than the cost of one month's service, whichever is greater. A performance bond must be in effect prior to the first date of service. Upon award of the bid, the Contractor will be responsible for providing a Performance Bond, which should be valid until all work associated with this project has been completed. The performance bond should be presented to the **University** Purchasing Department before a purchase order is issued. No goods are to be delivered and no work is to begin without an official **University** purchase order.

#### VENDOR DISCLOSURE FORMS:

State of Alabama Act 2001-955 requires that the Vendor Disclosure statement be completed and filed with all proposals, bids, contracts or grant proposals to the State of Alabama in excess of \$5,000.00. A vendor disclosure statement is not required for contracts for gas, water, and electric services, where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award. A new vendor disclosure statement is required for each purchase in excess of \$5,000.00 regardless of prior purchases. A current vendor disclosure statement must be on file before invoices can be processed for payment.

#### E-VERIFY DOCUMENTATION:

Alabama Law (Section 31-13-9 (a) and (b), *Code of Alabama, 1975*) requires anyone receiving state monies to verify that they are in compliance with the Alabama Immigration legislation known as the Beason-Hammon Alabama Taxpayer and Citizen Protection Act 2011-535. State agencies, including the **University**, are required to withhold payment until proper verification has been obtained. Contractors must provide 1) the federal E-verify enrollment form and/or 2) complete the Affidavit of Alabama Immigration Law Compliance. If the vendor does not employ any employee(s) within the State of Alabama, the form must still be completed with the verbiage: "NO ALABAMA EMPLOYEES."

#### 7. Examination of RFP Document

The Contractor is encouraged to carefully examine all related RFP documents to become fully informed of the requirements and preferred features of the services to be provided. The Contractor is responsible for collecting all necessary data required for developing its proposal for the described services.

Interested Contractors may contact Sarah Richards, [bids@troy.edu](mailto:bids@troy.edu), Purchasing & Asset Management Coordinator at the **University**, in writing via email or by mail between **December 3, 2024** and **January 21, 2025** for any required clarifications. Please note that the **University** is closed from Friday, December 20, 2024 through Friday, January 3, 2025 for the Christmas and New Year's holidays.

**A pre-bid conference will be held at 2 PM CST on Tuesday, January 14, 2025 at the University**, 100 University Park, 2<sup>nd</sup> Floor, Troy, Alabama. **Attendance at the pre-bid conference is mandatory.** The Contractor may either attend in person, via Teleconference, or via Teams Meeting. Each Contractor is limited to two (2) representatives per firm regardless of the method of attendance. An optional tour of the bookstore at the Troy campus will immediately follow the pre-bid conference. Tours of the Dothan and Montgomery campus bookstores are also available upon request. The **University** must be informed by Tuesday, **January 7, 2025**, of the manner in which the Contractor will attend and whether a tour of bookstores is requested. For those attending in person, the time and location of the Dothan and Montgomery campus bookstore tours will be provided at a later date.

The Contractor must submit two (2) hardcopy original documents and two (2) flash drives that contain the proposal. The flash drives and original documents will become the property of the **University**.

Proposals shall be signed by an authorized representative of the Contractor. All information requested should be submitted. Proposals, which are incomplete or lack key information, may be rejected by the **University**. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

Sealed proposals will be received until **2 PM CST on Tuesday, February 4, 2025** at which time bids will be publicly opened. Parties attending the opening or delivering their bid in person at this time are to come to the 2<sup>nd</sup> Floor conference room at 100 University Park. Proposals received after the date and time specified will not be accepted.

Sealed Proposals should be either mailed or delivered to:

Troy University  
Sarah Richards  
Purchasing & Asset Management Coordinator  
100 University Park, 2<sup>nd</sup> Floor  
Troy, AL 36082

The outside cover should be clearly marked as:  
**Proposal for Bookstore Management and Operation Services**  
**RFP # 25-006**  
**Name of Company**  
**2 PM CST/ February 4, 2025**

**\*Proprietary Information:** After the award of the contract, all proposals will be opened for public inspection. Trade secrets, test data and similar proprietary information will remain confidential, provided such material is clearly marked.

8. Proposal Addenda and Rule for Withdrawal  
Prior to the deadline date specified for receipt of proposals; a proposal may be withdrawn by submitting a written request for its withdrawal to the address listed above.

Unless requested by the **University**, the **University** will not accept any addenda, revisions, or alterations to proposals after the proposal due date.

Any submitted proposal shall remain valid for six (6) months after the proposal due date.

9. Addenda – Changes While Proposing  
No interpretation of the meaning of the contract documents as defined in the scope of services, nor correction of any apparent ambiguity, inconsistency, or error therein will be made to Contractors orally. Every request for such interpretation or correction shall be addressed in writing to:

Troy University  
Ms. Sarah Richards, Purchasing & Asset Management Coordinator  
100 University Park, 2<sup>nd</sup> Floor  
Troy, AL 36082  
Srichards185430@troy.edu  
Attention: Bookstore Management and Operation Services RFP #25-006

Any such requests for interpretation or correction must be received at least ten (10) days prior to the last day for submitting proposals in order to be given consideration. All such interpretations and supplemental instructions will be transmitted by email to all Contractors no later than five (5) working days prior to the last day for submitting proposals.

10. Rejection of Non-Responsive Proposals

Proposals shall be considered non-responsive if they contain omissions, alterations of unacceptable conditions or limitations, or other irregularities of any kind. The **University** may reject proposals considered non-responsive.

11. Oral Commitments

Contractors should clearly understand that any verbal representations made or assumed to be made during any oral discussions held between representatives of Contractors and any **University** personnel are not binding on the **University**, unless confirmed in writing by Ms. Sarah Richards. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion, negotiation, and clarification of proposals. Any oral clarifications of substance shall be reduced in writing by the Contractor when requested by the **University**.

12. Offer of Gratuities

By submission of a proposal, the Contractor certifies that no official or employee of the **University** has or will benefit financially or materially from this contract. The contract may be terminated by the **University** if it is determined that gratuities of any kind were either offered to, or received by, any official or employee of the **University** from the Contractor, his agent, or employees.

13. Contractor Presentation/Demonstration

As a part of the evaluation process, the Contractor may be requested to present its proposal before the **University's** selection committee. Any information gained during the presentation may be used in the evaluation of the Contractor's proposal. Failure to honor this request may be grounds for rejection of the Contractor's proposal, with no further consideration given to the Contractor's proposal. The **University** is under no obligation or requirement to request proposer presentations.

14. Restrictions on Communicating with University Staff

From the issue date of the RFP, until a Contractor is selected and selection is announced, Contractors are not allowed to communicate with any **University** staff except:

- a. The Purchasing and Asset Management department
- b. **University** representatives during oral presentations and demonstrations
- c. Via written questions as provided in Paragraph 9.

The **University** shall reserve the right to reject a proposal for violation of this provision.

15. RFP Addenda

Addenda to this RFP may be necessary prior to the closing date and will be furnished by email to all Contractors. Failure to acknowledge receipt of addenda in accordance with instructions contained in the addendum may result in the proposal not being considered. No verbal or written information from other sources is authorized as representing the **University**.

16. Compliance with the Law

Contractor shall comply with all applicable laws, ordinances, rules and regulations relating to the Services provided under this Agreement.

17. Insolvency

In addition to all other rights herein, either party hereto may terminate this Agreement without prior notice should the other party become insolvent, voluntarily file for bankruptcy or receivership, or make any assignment for the benefit of creditors, or should the other party have commenced against it any proceeding, suit or action in bankruptcy or receivership provided such proceeding, suit or action is not dismissed within thirty (30) days.

The **University's** financial status depends directly upon appropriations from the State of Alabama. Therefore, this agreement, and its continuation, is hereby expressly made contingent upon the **University** actually receiving from the State of Alabama an appropriation in sufficient

amount so as to allow the **University** to meet its financial obligations. Such determination shall be made solely by the **University** and such determination shall be final and binding upon both parties. If at any time the **University** shall determine that its appropriation is not adequate to allow it to meet its obligations, then in such event the **University** shall be allowed to terminate this Agreement, upon 90 days written notice to Contractor, with all other termination and final settlement provisions remaining applicable hereto.

18. Trade Secrets and Proprietary Information

During the term of this Agreement, Contractor and **University** may have access to certain proprietary materials of each other. In the case of Contractor, proprietary information shall include management guidelines and procedures, faculty data, student data, staff data, operating manuals, and similar compilations regularly used in Contractor's business operations ("Trade Secrets"). Neither **University** nor Contractor shall disclose any of the other party's Trade Secrets or other proprietary information, directly or indirectly, during or after the term of this Agreement. The parties shall not photocopy or otherwise duplicate any such material without the prior written consent of the originator. All Trade Secrets and other proprietary information shall remain the exclusive property of its originator and shall be returned thereto immediately upon termination of this Agreement. In the event of any breach of this provision, the offended party shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available. This provision shall survive termination of this Agreement.

As a reminder, all student data must be protected under the provisions of FERPA (Family Educational Rights and Privacy Act). The Contractor must demonstrate the security mechanisms in place to protect against data loss or security breaches. Also, evidence of FERPA training and certification of all vendor employees servicing the **University** account must be provided prior to contract initiation.

19. Assignment

This Agreement, or any portion thereof, may not be assigned by either party without the written consent of the other.

20. Catastrophe

Neither Contractor nor **University** shall be liable for failure to perform its respective obligations hereunder when such failure is caused by fire, explosion, water, act of God, civil disorder or disturbance, strikes, vandalism, war, sabotage, weather and energy related closings, governmental rules or regulations, failure of third parties to perform their obligations with respect to the Services, or like causes beyond the reasonable control of such party, or for real or personal property destroyed or damaged due to such causes. It is required by the **University** that the Contractor speak to their disaster recovery/backup methodology in order for the Contractor supplied service center to remain operational in a disaster situation. The **University** requires that the vendor demonstrate routine exercise of their disaster recovery plan and provide reports to the **University** of those exercises. Failure to provide adequate disaster recovery/backup mechanisms in order to mitigate Contractor downtime could result in the termination of the contract by the **University** should the deficiency not be corrected. Remediation of the disaster recovery/backup facilities would be required in a mutually agreed to time frame by the Contractor and **University**.

21. Severability

If any term or provision of this Agreement or the application hereof to any person or circumstance shall, to any extent or for any reason be invalid or unenforceable, the remainder of this Agreement and the application of such term or provision to any person or circumstance other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

22. Amendments to Agreement

All provisions of this Agreement shall remain in effect throughout the term hereof unless the parties agree, in a written document signed by both parties, to amend, add or delete any provision. This Agreement contains all agreements of the parties with respect to matters covered herein, superseding any prior agreements and may not be changed other than by an agreement in writing signed by the parties hereto.

23. Entire Agreement

This Agreement and its attachments and other documents specifically incorporated by reference herein contains the entire understanding and agreement of the parties concerning the matters contained herein, and supersedes and replaces any prior or contemporaneous oral or written contracts or communications concerning the matters contained herein.

24. Equal Opportunity Statement

The **University** believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and is committed to non-discrimination because of race, creed, color, sex, age, national origin, or religion. To be considered for inclusion as a Contractor under this agreement, the Contractor must include a statement of the Contractor's commitment to Equal Opportunity Employment.

25. Transition Plan

Contractor must include a smooth and seamless transition plan for management and staffing. Describe the process used to transition the contracted services, including customization and transition period that will be required. Provide a list of events and timeframes for accomplishing the transition plan. Provide details on the assistance you provide the **University** to market your services to students to help ensure students purchase from the bookstores, whether at the bookstores or online. All Bookstore services must be operational on the first day of the contract initiation period, **August 1, 2025**.

26. Exceptions

The Contractor must address any and all exceptions to the RFP.

27. Authorization

Signature of authorized officer of the Contractor, with names of each person signing typed or printed below the signature.

**E. Award**

1. Award may be made to the Contractor who is determined by the **University** to best meet the needs and objectives of the **University** community. Contractors are encouraged to propose new innovations. The **University** 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 Contractor proposing the highest commission return according to its own judgment and in its best interest.
2. In awarding the Contract, the **University** will consider a number of factors in combination in evaluating the proposals submitted. Proposals will be evaluated in accordance with the following criteria:
  - a. Points are assigned as follows:

1. Excellent	30
2. Good	20
3. Fair	10
4. Poor	5
5. Unacceptable	0
  - b. Each category is weighted by importance:

1. Contractor's record of performance and service in higher education bookstore operations (weight factor -15).
2. Contractor's conformance to the RFP's specifications, requirements, terms, conditions, and provision (weight factor - 15).
3. Contractor's response to **University's** objectives (weight factor -15).
4. Contractor's pricing and refund policies (weight factor -15).
5. Service aspects of Contractor's proposal (weight factor -15).
6. Contractor's initial investment in the **University's** bookstore facilities (weight factor -15)
7. Financial return to the **University** (weight factor -15).
8. Customer relations in existing Contractor operated bookstores (weight factor -15).
9. Personnel aspects of Contractor's proposal (weight factor - 15).
10. Contractor's ability to create a dynamic retail environment (weight factor - 10)
11. Review of recommendations with respect to Contractor's bookstore operations at other similar universities and colleges (weight factor - 10).
12. Contractor's size, credit standing, financial record, stability, and management (weight factor - 15).
13. Contractor's creativity (weight factor - 10)
14. Contractor's technology plan (weight factor - 15)
15. Contractor's current clientele listing (weight factor - 10)
16. Contractor's implementation plan (weight factor - 15)

- Example:
1. Contractor's record of performance  
Good Rating 20 x 15 (weighting) = 300 points
  2. Contractor's Conformance to RFP's specifications, etc...  
Poor Rating 5 x 15 (weighting) = 75 points

3. As previously mentioned, Contractors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the **University** and/or be invited to meet with **University** officials for clarification and questions. The **University** will schedule the time and location for these presentations. Oral presentations are an option of the **University** and may or may not be conducted. If required, the Contractor must make himself/herself available at their own expense at the **University's** convenience.
4. After proposals have been reviewed, visits may be made to selected institutions under contract with the Contractor to assist the **University** in determining its choice of Contractor.
5. Additional information may be requested while proposals are under consideration.
6. The Contractor selected will be notified of the award in writing.
7. Within ninety (90) days of award of contract, Contractor agrees to arrange a site visit of its facilities for up to five (5) **University** personnel. If facility is out of state, Contractor agrees to provide travel (non-first class) and lodging for **University** personnel at State of Alabama rates.

### Evaluation Criteria

	Weighting Factor	Points Assigned	Total
Contractor's record of performance and service in higher education bookstore operations	15		
Contractor's conformance to the RFP's specifications, requirements, terms, conditions, and provision	15		
Contractor's response to <b>University's</b> objectives	15		
Contractor's pricing and refund policies	15		
Service aspects of Contractor's proposal	15		
Contractor's initial investment in the <b>University's</b> bookstore facilities	15		
Financial return to the <b>University</b>	15		
Customer relations in existing Contractor operated bookstores	15		
Personnel aspects of Contractor's proposal	15		
Contractor's ability to create a dynamic retail environment	10		
Review of recommendations with respect to Contractor's bookstore operations at other similar universities and colleges	10		
Contractor's size, credit standing, financial record, stability, and management	15		
Contractor's creativity	10		
Contractor's technology plan	15		
Contractor's current clientele listing	10		
Contractor's implementation plan	15		
<b>TOTAL POINTS</b>			

## V. SPECIFIC REQUIREMENTS AND EXPECTATIONS

In order to achieve the goals of the **University's** Bookstores, the Contractor shall provide the following:

### A. Company History / Qualifications

1. The Contractor 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 Contractor shall incorporate programs of action in response to these changes and trends into the **University** Bookstore operations and services, as deemed applicable to the college and university bookstore market segment. The **University** welcomes innovations in the bookstore industry to be included in your proposal to address our current footprint of operations at the Troy, Montgomery and Dothan campuses.
2. The Contractor must provide the legal name of its organization and a detailed description of the organization's background to include revenues, assets, number of employees, number of years in business, experience in serving the online distance learning market, and qualifications to operate a college or university bookstore.
3. The Contractor must provide an organizational chart showing management structure of the Contractor with a description of the qualifications and credentials and location of both upper and lower management and regional management support staff. A proposed organizational chart for the **University's** bookstore operations must also be submitted.
4. The Contractor must describe the company's core capabilities and business approach in the following area:
  - On-site bookstore management services;
  - Online website management services, to include course materials for online classes;
  - Café services
  - Professional services
5. Describe how your organization is structured locally and nationally and how this structure will support your ability to provide the services you are proposing?
6. What differentiates your organization from your competition?
7. Provide a description of any additional distinctive qualities, products, or services your organization would provide, to include a description of corporate support services and programs that will be included in the proposal. Describe the benefits to the **University** of these qualities, products or services, corporate support services and programs as they pertain to bookstore operations on-campus and/or online.
8. Provide a sample certificate of insurance identifying the Contractor's standard insurance coverage.
9. Provide a sample contract or agreement for the services the Contractor is providing.
10. The Contractor must provide a list of **eight (8)** college/university references where the Contractor has operated for a minimum of five (5) years, or is currently operating a bookstore, that is similar in size and scope to the **University**. References must include institution name and address, full time student enrollment, dates of service, and contact person's name (with authority over bookstore operations), address, telephone number, and email address.
11. Provide a list of all college/university bookstores your firm has lost in the last three (3) years along with a contact name (with authority over bookstore operations), telephone number and email address for those persons most knowledgeable about your performance. Please feel free to include a brief



explanation of why you believe you lost the account (i.e., low bid process, change in administration, etc.).

**B. Course Materials, Reference & Trade Book Offerings**

1. The Contractor shall provide and stock in sufficient quantities, display and offer for sale or rental the following:
  - a. All required and recommended physical and/or digital course materials – new, used, custom editions specified by the faculty or other designated staff for purchase or rental;
  - b. Speculative inventory such as books, magazines, stationery, desk and room accessories and other items normally sold in a university bookstore, given current university bookstore trends, to the extent that the sale is compatible with the educational mission of the **University** and Bookstore's purpose;
  - c. Other educational materials and supplies used by the **University's** students.
2. The Contractor will make available its electronic adoption system for each semester / term for the adoption of course materials as follows:
  - a. Fall semester & Term 1 (beginning mid-August) due on or before April 1<sup>st</sup>;
  - b. Term 2 (beginning mid-October) due on or before April 1<sup>st</sup>;
  - c. Spring semester & Term 3 (beginning mid-January) due on or before October 1<sup>st</sup>;
  - d. Term 4 (beginning mid-March) due on or before October 1<sup>st</sup>; and
  - e. Summer semester & Term 5 (beginning late May) due on or before February 15<sup>th</sup>.

**The University and Contractor will work together to adjust dates as needed.**
3. Describe your electronic adoption system and the process used for the adoption of course materials by Faculty or other designated staff for both in-person and online classes, including late adoptions and thus late deliveries of course materials, regardless of reason as to the lateness.
4. Describe any resources that exist for Faculty and other designated staff for assistance in completing the course materials adoptions for both in-person and online classes.
5. The Contractor shall provide **timely email communications** to Faculty or other designated staff of the status of their adoption requests for course materials for their respective courses, including adopted course materials discovered to be out-of-print, the availability of new editions of the adopted course materials, delays in delivery, back orders, etc. If there is not sufficient quantity available of the Faculty's adoption request, the Contractor must present alternate solutions to the Faculty who will decide the acceptable solution. The Contractor shall not be responsible for course materials not being ready for sale to students due to failure of Faculty or designated staff to submit timely adoption requests. However, the Contractor shall make every reasonable effort to supply items requested even when requests are not timely.
6. Describe the inventory management strategies employed to acquire old editions and/or out-of-print titles for any adoption.
7. Describe in summary fashion your processes for the acquisition of adopted course materials and the relationship your organization has with publishers. Describe the communication procedures with the **University** regarding the adoption process.
8. Describe how you can assist the **University** in procuring desk copies for Faculty.
9. The Contractor shall make every possible effort to increase used course material sales at the **University** by retaining used course materials purchased back at the **University**, if required for the following semester or term, and by purchasing or acquiring used course materials from other bookstores and / or companies if necessary.

10. The Contractor shall provide for the sale of course materials and other educational materials required for off-campus courses, if requested by the **University**.
11. The Contractor shall maintain a high-quality reference inventory that is current, relative, and supportive of the curriculum and interests of the faculty, students, and staff of the **University**. The Contractor must be responsive to advice relative to the stocking of reference books suggested by the **University** faculty members and/or researchers.
12. The Contractor shall promote book signings and other academic and scholarly events as appropriate.

**C. Course Materials Ordered by Students**

1. Describe how students order course materials, whether the students are on campus or are taking online courses. Specifically, describe the technologies and related infrastructure available to successfully operate an online student ordering system, and how that system assists students, including, but not limited to the following:
  - order acknowledgement and messaging;
  - order processing time;
  - estimated delivery time;
  - delivery methods of the course materials and related costs, for normal delivery to overnight delivery. Include any discounts for shipping and information on how you ship to online international students AND military students who are deployed with an APO address, or online students across the United States who need course materials within a few days of ordering;
  - order tracking;
  - how digital course materials are delivered to the student, including any participation by the publisher;
  - describe the types of acceptable payment methods, including cash, check and credit cards and the state-of-the-art security measures in place to prevent theft of the check, credit card and personal information;
  - ability of students to use their financial aid or have third party agencies (Dept. of Veterans Affairs or other federal agencies) billed when placing course materials orders;
  - explain the backorder process, how students are informed timely and methods used to reduce backorders;
  - describe if there are other alternative ways for students to order course materials, other than the online student ordering system, and how those alternative ways work;
  - describe how students with disabilities order course materials that is compliant with the American with Disabilities Act requirements and Section 508, if the students cannot utilize the online student ordering system;
  - helpdesk type of information, including toll free phone numbers and any call center operations, describing the call center capacity, staffing, training and hours of operation;
  - describe your experience with 2 semesters (Fall and Spring) and 5 terms (Terms 1 & 2 in the Fall; Terms 3 & 4 in the Spring; Term 5 in the Summer) per academic year, and the ability to service non-traditional students in a concentrated nine-week term process.
  - Describe the capacity of your online student ordering system.
2. Describe how the Contractor's online student ordering system is protected from physical and cyber threats, and if there are backup facilities located in a different geographical location.
3. Describe any procedures or policies you provide to assist late enrolling students in getting their course materials promptly, whether the students are on campus or are taking online courses.
4. Describe how the purchase price of new, used, digital or rental course materials is determined and if there is a difference in prices for course materials sold online or in the brick-and-mortar bookstores.

5. Describe your course materials buyback policy and program to purchase used course materials from students, to include identifying any return shipping cost incurred by students and how much students are paid as a percentage of the price they paid for the new or use course materials.
6. Describe any resources you may have for students to access additional web-based services, tools, or materials relevant to their course or area of study. Describe how accommodations are provided to students with a disability that meet the requirement of the Americans with Disabilities Act Section 508.
7. Contractor shall accept returns for any item ordered or shipped in error. Contractor shall pay for shipping of return of incorrect goods and the shipping of corrected goods (if error belongs to Contractor).
8. The Contractor's online student ordering system must provide the **University's** students with services that meet the following requirements:
  - 99% of the orders for the required and recommended course materials must be error free, the correct items are shipped to the correct address.
  - 99% of the orders for the required and recommended course materials can be filled without backorders.
  - 99% of all in stock orders are shipped within 24 hours from the time/date of the order receipt.

Reporting must be available to the **University** to verify these service requirements.

#### **D. Equitable Access Program**

1. The Contractor shall describe the type of equitable access program it provides, to include the following:
  - how the program operates;
  - how students participate;
  - Are both physical and digital course materials available to be adopted/used in the program;
  - how the charge to students is determined;
  - timeline of implementation;
  - marketing of program to Faculty and students;
  - how Faculty are communicated with, including examples;
  - how students are communicated with, including examples;
  - describe the extent of involvement by the **University** Information Systems department;
  - description of the opt out process, as applicable;
  - reconciliation of the payment process to the Contractor;
  - listing of colleges and universities using the equitable access program, with contact information (name, phone number, email address) of the primary institution contact responsible for the implementation of the program;
  - any other information regarding the equitable access program that would be beneficial to the **University** in its decision-making process.

#### **E. Merchandising and Café Operations**

1. The Contractor shall offer a selection of "soft goods", such as school and office supplies, **University** emblematic apparel, with an emphasis on "side line" apparel like Adidas, memorabilia, spirit 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-and-mortar bookstores, online bookstores and retail establishments in the surrounding area.
2. The Contractor shall have exclusive rights to operate the full-service Bookstores located at the **University**, offering all goods and services normally found in **University** bookstores and any such additional services as may be required by the **University** during the term of the contract. The **University** shall grant the Contractor the right to sell **University** licensed products.

3. The **University** including the Athletics Department reserves the right to recommend merchandise to be sold in the Bookstores and to request the removal of merchandise for sale in the Bookstore which the **University** considers offensive or inappropriate.
4. It is important to the **University** that the Bookstores' merchandise assortment be tailored specifically to its campus community and that the **University** is kept apprised of new merchandise of interest to the **University** community. Contractors must describe the level of decision making that will be granted to the on-site and online management teams when selecting products to be offered for sale in the **University** Bookstores.
5. The Contractor shall provide special order service and other such sales services, such as class ring, cap and gown, commencement announcements, as are requested by the **University**.
6. The Contractor, working with the **University** Athletics Department, will create a stadium store for merchandise sales inside the Veterans Memorial (football) Stadium and a merchandise store presence on the 4<sup>th</sup> floor of the Stadium Tower for the suites' clientele. The Contractor and Athletics will determine annually which football games the Contractor will provide staffing and merchandise for and a local vendor will provide staffing and merchandise for the remaining games. A similar determination will be made annually for the basketball and baseball games between Athletics and the Contractor, with the local vendor taking the remaining games. The Contractor should provide a plan or design sketch of what the stadium store set up would look like. Consideration should be given to the concept of a merchandise trailer that can be used on the Tailgate Terrace outside of Veterans Memorial Stadium that could be moved inside the Stadium once the football game starts. Commission paid on merchandise sales at football, basketball and baseball games shall be comparable to the commission paid on sales at the True Spirit website.
7. For the Troy and Montgomery campuses, the Contractor shall operate a coffee shop/café and provide convenience store items for sale that are not normally sold in a **University** bookstore upon specific prior approval by the **University's** designated representative. The **University's** food service partner will have first right of refusal to offer these services. If the food service partner chooses not to offer these services, the Contractor will be required to offer them. The coffee shop and convenience store shall be fully stocked and operated during hours of operation. The area must be well maintained and clean.
8. Contractor shall at its own expense dispose of overstocked and distress items regardless of cause. In the case of overstock, consider providing the overstock to the **University** to be used in its fundraising efforts.
9. The Contractor is required to become involved in the academic, cultural, and social environment of the **University**, taking advantage of opportunities to offer special merchandise and other assistance based upon the **University's** ongoing and unique activities.

#### **F. Website / Online Sales**

1. The Contractor shall develop a professional website which allows for online purchases. As a minimum, the website offered must be comparable to the current Bookstore website.
2. The website must allow students the option of purchasing or renting course materials online, for pick-up in the selected Bookstore or for direct shipment to the student, with the **University** receiving credit for the sale. The website should also be used as a means to market **University** merchandise and products to students, alumni, parents, prospective students, community members and others.
3. It is the **University's** strong desire to continue with the True Spirit website, <https://troj.shoptruespirit.com>, for the promotion of **University** emblematic apparel merchandise and to have the same **University** emblematic apparel available in at least the Troy Campus bookstore and on the True Spirit website. If this cannot happen, please explain the reason why.

#### **G. Customer Service & Communications**

1. In order to determine that superior customer service is being provided to the **University**, a method to assess customer service shall be agreed upon by the **University** and the Contractor.
2. Contractor must provide in-person, telephone and/or email support for Faculty questions regarding the adoption of course materials and for student questions on needed course materials. Help requests will be categorized by mutual agreement into three levels of urgency:
  - a. Level 1 requires immediate assistance and must be resolved within 8 hours
  - b. Level 2 requires urgent assistance and must be resolved within 24 hours
  - c. Level 3 is routine and must be resolved within 3 working daysContractor will describe how this helpdesk will operate and what qualifications helpdesk personnel will have.
3. It is understood that the **University** reserves the right to establish a Bookstore Advisory Committee. The Contractor's Bookstore Managers shall meet regularly with the Bookstore Advisory Committee, and with **University** officials to review bookstore operations. Further, the Contractor's bookstore management shall work cooperatively with the Bookstore Advisory Committee, and with **University** officials, in the development and improvement of the Bookstore's program, services and policies. The Contractor shall make every reasonable effort to comply with requests from the Bookstore Advisory Committee and from **University** officials for the improvement of the Bookstore's program, services and policies. The Bookstore Manager(s) or his/her designee is also expected to meet periodically with Deans, Chairpersons, faculty members and other **University** officials.

#### **H. Bookstore Policies**

1. The Contractor will be required to operate the Bookstores at these **University** campuses: Troy, Montgomery, and Dothan on a 12-month basis, based on the **University**'s academic calendar, August – July, (located at <https://www.troy.edu/academics/calendar.html>). The **University** reserves the right, upon consultation with the Contractor, to establish or change the service hours, plans or other methods of operation of the Bookstores. There must be interaction and ongoing communications among these bookstores.
2. The Contractor 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. Course Materials Pricing Policy shall be clearly stated. New course materials will be sold no greater than (i) the publisher's list price or (ii) a 25% gross margin on net priced course materials, inclusive of restocking fees, return penalties and freight surcharges. Net priced course materials are defined as physical or digital books purchased from publishers that do not have a publisher's suggested list price or when the publisher's suggested list price or when the publisher's discount to the store is less than 20%. (There shall be no add-ons or surcharges to cover freight, handling, publisher restocking fees, etc.)
  - c. Used course materials will be sold at 25% less than the new selling price.
  - d. Course packs and textbooks purchased from publishers with restrictive or non-returnable text policies will be priced at up to a 30% gross margin.
  - e. School supplies will be priced at or below manufacturers' suggested retail prices.
  - f. All other merchandise shall be marked up to reflect a normal gross profit margin for the **University** bookstore industry or as pre-priced.
3. The **University** may request and shall receive from the Contractor proof that the above pricing policies are being followed. Information shall be provided by the Contractor at the earliest possible time following its receipt of the **University**'s request.

4. In exceptional cases only involving changes in university and college bookstore market conditions that are outside of the Contractor's control, the Contractor may request a mutual review and decision with respect to pricing policies at any time during the year. The **University** shall determine the effective date of any such changes in policies.
5. The Contractor shall provide for charge sales of books, supplies, and all other merchandise to students, faculty, and staff through Master Card, Visa, American Express, and Discover. The Contractor shall accept personal checks from students, faculty and staff in payment for purchases, subject to appropriate identification. The Contractor shall also provide for charge sales to **University** Departments where appropriate on its own accounts; an invoice for the charged items will be sent to the **University** Departments for payment.
6. The Contractor shall post, in conspicuous places, bookstore policies concerning refunds, buybacks, exchanges, rentals and discounts. New course materials shall be in new condition, and at minimum, policies will provide for defective textbooks to be replaced at no cost. The Contractor shall provide a refund policy that is approved by the **University** and is developed with students' welfare in mind to encourage repeat business.
7. The Contractor shall purchase used books from the students, faculty and others at the **University** based on a schedule that is practical and convenient to both the Bookstore and the **University** community according to the following policy:
  - a. If the Contractor has a faculty adoption indicating that a book will be a course adoption for a following semester, it will pay no less than fifty percent (50%) of the purchase price. A lesser amount may be paid only if copies required for faculty adoptions are filled or if a book is in unusually poor condition.
  - b. If the Contractor does not have information as to the future use of course materials or if the course materials will not be used a following semester/term, or will shortly be replaced by a new edition announced by the publisher, the Contractor shall pay the price listed for the book in a course material/textbook guide which the **University** and the Contractor agree to use for this purpose.
8. The Contractor must include an option for student financial aid in the Proposal. This must include the Contractor's ability to interact with the **University's** existing student information system Ellucian Colleague, and the third party Ellucian partner, Trim Data and its FA Link product that allows students to use their financial aid and sponsorships directly at the cash register in the bookstores.
9. The Contractor will be responsible for the pursuing the collections of monies and fees from students as a result of bad checks or credit card payments.
10. The Contractor shall maintain records of all **University** bookstore sales, collections and inventories, including sales made at alternative delivery sites or local partners, if applicable.
11. The Contractor shall operate the Bookstore on a schedule that accommodates the students, faculty, staff, community and the **University** academic calendar. As a minimum, operating hours are to be as follows:
  - a. **Troy campus: Monday–Thursday 7:30 am–6:00 pm; Friday 7:30 am–5:30 pm; Saturday 10:00 am–5:00 pm; Sunday 11:00 am–3:00 pm.**
  - b. **Montgomery campus: Monday–Thursday 8:00 am–6:00 pm; Friday 8:00 am–2:00 pm; Saturday–Sunday closed.**
  - c. **Dothan campus: Monday/Wednesday 9:00 am–1:00 pm; Tuesday/Thursday 12:00 pm–5:30 pm; Friday–Sunday closed.**
  - d. Other operating hours are required by the **University** to accommodate special events, such as Athletic events and special occasions on campus and, under such circumstances; the Contractor should make every effort to operate the Bookstore during such hours. Changes in the operating hours described above shall be approved by the **University**.

10. The Contractor must be willing to change their workflow to adhere to University procedure and policy.
11. The Contractor shall provide the benefit of a minimum ten percent (10%) discount to departments, faculty and staff of the **University** for authorized sales of soft goods, office and school supplies sold in the Bookstore (course materials are excluded).
12. The Contractor shall prosecute individuals for acts of property damage, theft of merchandise or money, or fraudulent acts as the **University** should reasonably request and, if the **University** should so request, shall cooperate with the **University** in the **University's** prosecution of such individuals. The Contractor shall not have **University** students arrested by public authorities or prosecuted without prior consultation with the **University's** police and the Dean of Students at the site.
13. The Contractor shall include other such information as the Contractor deems pertinent for consideration by the **University**.

#### I. **Personnel**

1. The Contractor must provide professional employees that are pleasant, courteous, patient and helpful. The employees must possess excellent oral and written communication skills to effectively provide information and assistance. All students/constituents must be treated with courtesy and respect. While **University** students are required to speak English, the Contractor may have to effectively assist some customers with strong accents or have other difficulty communicating. All Contractor employees will expend every effort to meet or exceed the expectations of the customer.
2. The employees of the Contractor must be trained to promptly respond to all requests received by phone, email, mail and in person.
3. **Training**. The Contractor is to describe in detail the training program(s) that it intends to use for all employees of the Bookstores, which will ensure ongoing staff developmental needs are met.
4. **Adequacy**. Contractor 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 in order to maintain a full working staff at all times. All staff shall be employees of the Contractor, whom shall be solely responsible for the payment of their wages and benefits.
5. **Student Part-Time Employees**. The Contractor is encouraged to employ **University** students, when possible. Student employees of the Contractor are not to be paid less than the Federal minimum wage.
6. **Employee Policies**. Contractor 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 Bookstores must be available for review by the **University**.
7. **Equal Opportunity and Affirmative Action**. The **University** is committed to Equal Opportunity and Affirmative Action. The successful Contractor 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.
8. **Managers**. The Bookstore Managers and Departmental Managers assigned to the Bookstores by the Contractor must be approved by the **University**. Subsequent changes in these assignments are to be made by the Contractor only after prior consultation with, and approval of the **University**. The individual(s) selected by the Contractor to manage the Bookstores is to have extensive experience in the management of bookstore service in a **University** community. The individual(s) must be a good communicator, a proven leader and must exhibit the ability to deal effectively with **University** students, faculty and staff. The Bookstore Managers will be granted autonomy to make decisions specific to the

operations of each bookstore that are deemed appropriate by the **University**. The Bookstore Managers will have the authority to implement promotions and participate in advertising at the local level.

9. Manager Replacement. The **University** reserves the right to request replacement of the Bookstore Managers for good cause as determined by the **University**, or for actions considered to be not in the best interests of the **University**. Such actions will be taken only after consultation with Contract Administrators.
10. Background Checks. The Contractor must complete background checks on all employees hired. The cost of the screening will be borne by the Contractor.

#### **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
  - d. General / trade book management
  - e. Café/Convenience store management
  - f. Integration of digital course materials with Canvas Learning Management System
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.

#### **K. Marketing & Promotions**

1. The Contractor shall provide special promotions frequently throughout each year of the contract, and will be expected to support freshmen IMPACT Orientation and other on-campus programs.
2. The Contractor shall provide in the Proposal a list of the promotions that will be provided during the academic year.
3. Contractor will provide the **University** with a formal detailed marketing plan on or before August 1 of each contract year. The marketing plan is to include, but is not limited to, the following:
  - a. Advertising
  - b. Promotional Programs
  - c. Cost reduction plans for students
  - d. Community Relations
4. Identify the ways in which the Contractor will utilize social media and other technology advancements in the promotion of the **University** Bookstores.
5. The Contractor shall withdraw from display or sale in the Bookstores and online any item which on its exterior presentation has offensive language or images the **University** should reasonably request not be displayed or sold.
6. The Contractor shall allocate annual funds that will be used to advertise and promote the **University** Bookstores on campus, online and in the community. These funds will be allocated by the Contractor after consultation with the **University**.
7. The Contractor shall submit to the **University** for its prior approval, all signs, all posters, all advertisements placed on the **University** premises, advertising to be done off campus or in **University** media and all written materials sent to the **University's** students (including email). The Contractor shall withdraw any advertising from any location or media if the **University** should request that such advertising be withdrawn.



#### **L. Facilities & Equipment**

1. The Bookstores operated by the Contractor shall be operated in the existing Bookstore space at each site. 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 Contractor and the **University's Senior Vice Chancellor of Financial Affairs & Online Education**.
2. The Contractor shall provide housekeeping (must maintain a clean and attractive appearance inside and out), all office machines, equipment, and supplies required for the efficient conduct of business. The Contractor may elect to utilize **University** owned equipment already in place in the Bookstores, 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 **University** upon termination of the contract in the same condition as when accepted for use, normal wear and tear expected.
3. The Contractor 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 **University**. All expenses of up fitting the bookstores are the responsibility of the Contractor. The **University** is responsible for providing the "shell" for the store that includes the "ceiling, floor and walls."
4. The **University** will be responsible for major structural repairs to the space used by the Contractor, provided that such repairs are not required as a result of the actions of the Contractor, its agents or employees.
5. Current maintenance contracts on the **University** equipment, which is made available for use by the Contractor, will remain in force until their normal expiration dates, unless otherwise provided in the maintenance contracts. The Contractor will have the benefit of such contracts until their expiration dates, and thereafter shall provide for preventive maintenance and repairs of equipment at the Contractor's own cost and expense.
6. The **University** will provide all utilities to the space used by the Contractor including:
  - a. Heat, air conditioning, electricity and other utilities as is reasonably required for operation of the Bookstores, to include each Café at the Troy and Montgomery bookstores.
  - b. Campus telephones and campus telephone service. The Contractor shall pay for internet, and any additional services.
  - c. All repairs and maintenance for the building and the physical structure in which the bookstores are located, including the following **University** owned café equipment at the Montgomery Campus bookstore: walk in refrigerator, ice machine and two hand washing sinks. However, Contractor will be responsible for any repairs resulting from misuse or abuse of building, physical structure and equipment provided by the **University**.
  - d. Trash removal and extermination services for the Bookstores. The Contractor is required to remove all trash from the bookstore facilities and place in **University** dumpsters.
7. To the best of its knowledge, the **University** 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 **University** shall be responsible for remedying promptly any health or environmental problems at the Bookstore, other than those caused by the Contractor, and notifying the Contractor accordingly.
8. Agents and employees of the Contractor working in the Bookstores will be provided access to parking lots utilized by **University** employees under the policies of Parking Services.
9. The Contractor shall cooperate with the **University** Police and with other **University** officials in the provision of security for the Bookstores. The Contractor shall be responsible for maintaining intrusion alarms and other security systems deemed necessary for the space used by the Bookstore operation.

10. The Contractor is responsible for all exterior and interior marketing, signage, marquee's etc. with the prior written approval of the **University**.

**M. Financial Requirements & Administration**

1. The Contractor shall have complete responsibility for the financial administration of the bookstore facilities and website. Such responsibilities include, but are not limited to, ordering course materials 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 Contractor shall supply its last three (3) years of certified financial statements 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 Contractor shall secure and pay for all federal, state, and local licenses and permits required for the **University** Bookstore operations provided for herein. The **University** will cooperate with the Contractor in obtaining all licenses and permits and will execute such documents as shall be reasonably necessary or appropriate for such purposes. The Contractor shall pay for any and all taxes and assessments attributable to the operation of the **University** Bookstores provided herein including but not limited to sales taxes, excise taxes, payroll taxes, and federal, state, and local income taxes.
  - b. The Contractor will obtain the license to use the **University's** name, logo and seal for reproducing and imprinting stationary, soft goods, notebooks, pens, pencils, jewelry and similar items acceptable to the **University**, provided that the **University's** name is not used for product endorsement. The licensing procedure that is currently in place through **Affinity Licensing** will be followed and all royalties on sales will be paid.
4. The Contractor shall pay to the **University** a commission percentage based on sales. The Contractor shall specify this commission percentage in its proposal and shall define how the commission computations on sales will be calculated and the define the frequency of when the commission will be paid. It is expected that the defined frequency of payment is adhered to.
5. As previously mentioned in Section III. G., the **University** is extremely interested in continuing this equitable access program at the current charge of \$20.80 inclusive of tax [\$20 + \$0.80 rental tax (\$20 x 4%)] per credit hour going forward into the next contract period, or a lesser amount if all contributing factors lead in this direction. Any response to the RFP should include financial terms which guarantee any commission, fixed, or variable cost levels as required by the vendor to provide service both in-store and through the Trojan Book Bag program at the level proposed also keeping this Trojan Book Bag rate to the student consistent for the duration of the contract term with no additional out-of-pocket cost to the University.
6. The Contractor shall pay to the **University** a commission percentage based on sales of **University** emblematic merchandise at the True Spirit website, <https://troy.shoptruespirit.com>, comparable to the 20% received in the last five (5) years, as the Athletics department solely promotes this website.
7. Interest will accrue at the annual rate of 10% on any unpaid commission that is not received by the defined due date unless waived in writing by the University because of special circumstances provided by the Contractor. A minimum late fee of \$100.00 will be charged.
8. Unless otherwise noted, applicable payments as set in the Contractor's proposal shall be made **Monthly** by the Contractor to the **University** and shall be paid as soon as reasonably possible, but no later than 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 Contractor's proposal.

9. Each commission payment shall be accompanied by a detailed statement of its computation and the Contractor shall furnish supporting documentation to the **University**.
10. The **University** shall have full access at all times to the Bookstores accounting records, including all cash registers at the Bookstores being used by the Contractor, 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 Contractor in the **University** Bookstores shall have non-changeable grand totals.
11. The Contractor 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 **University** Bookstores 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 **University**.
12. The Contractor shall provide a description of its internal systems for:
  - a. Inventory controls for course materials, trade books, café and merchandise.
  - b. Recording, checking and reporting sales
  - c. Control of cash and refunds
  - d. Internal audit.
13. It is desirable that the Contractor contribute funds for the **University's** scholarships annually.
14. The Contractor shall provide property and casualty insurance covering the Contractor's equipment and other personal property in the Bookstores. The **University** will provide property and casualty insurance, under the **University's** policy, covering Bookstore space and fixtures and equipment owned by the **University**.
15. Contractor agrees to permit the **University's** or the State of Alabama auditors, authorized representative or agents to examine, inspect and have access to the books, records, papers, equipment and facilities, at all reasonable and proper times in order to ensure that each of the provisions of this contract is being performed in a manner satisfactory to the **University**.
16. Contractor shall maintain adequate records for at least three (3) years after the completion of this contract. The **University** shall have access to such books, records and documents as required for the purpose of inspection or audit during normal working business hours at the **University's** expense upon five (5) days written notice.
17. On termination of the Contract, commissions will be paid to the **University** on sales up to the final day the Bookstores are operated under the Contract. The commission due the **University** for any portion of a Contract year shall be calculated on a pro rata percentage basis.

#### **N. Purchase of Merchandise & Inventory**

1. If, based on this RFP a new Contractor is selected, the new Contractor agrees to purchase all saleable merchandise, credits, and operating supplies in the Bookstores as of the identified day of transition. Upon commencement of this Contract, the Contractor 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 semester and/or term and on hand at the time of inventory will be purchased by the Contractor at actual cost.
    - 2) All excess textbooks not accepted for return will be purchased by the Contractor at the wholesale price.

- b. Used Textbooks
    - 1) At the time of inventory, all used textbooks on hand that are formally adopted for the following semester and/or term (in quantities not exceeding normal course requirements) will be purchased at actual cost.
    - 2) All excess adopted used textbooks will be purchased by the Contractor at wholesale price.
  - c. Trade, Paperbacks, Technical and Reference Books
    - 1) All trade, paperback, technical and reference books in clean and saleable condition, less than twelve (12) months old, will be purchased by the Contractor at cost.
    - 2) Books not in clean and saleable condition will be set aside and purchased by the Contractor at a mutual agreeable price.
  - d. School Supplies and General Merchandise
    - 1) This category includes all items not previously mentioned, including art, office and general supplies, stationary and greeting cards, etc.
    - 2) All of the above supplies and merchandise in clean and saleable condition, up to a twelve (12) month supply, will be purchased by the Contractor at cost.
    - 3) Items not in clean and saleable condition will be set aside and purchased by the Contractor at a mutual agreeable price.
  - e. Payment for Inventory
    - 1) Full payment for all inventories is to be made by the Contractor at a date mutually agreed upon by the Contractors.
2. Upon the commencement of the Contract, the Contractor and the **University** will perform an inventory of the **University's** equipment, which will be used by the Contractor in the bookstore. The inventory will note the condition of the equipment, as agreed upon by the **University** and the Contractor.
  3. Upon the termination of the Contract, the **University** will purchase, or require the replacement Contractor to purchase, bookstore inventory then on hand from the Contractor upon the same terms as described in subparagraphs V.O.1 (a through e) above.

**O. Contract Term, Renewals, Cancellation, Termination, Requirements, Additions, Adjustments, & Assignments**

1. The initial contract shall commence on **August 1, 2025** and continue for a period of **five (5)** years ending on **July 31, 2030**. If it is deemed to be of mutual benefit to both the **University** and the Contractor, both parties can mutually agree to renew the Contract for one additional five (5) year period (not to exceed a total of ten (10) years).
2. In the event that the Contractor breaches any of the terms and provisions of the Contract, the **University** reserves the right to accurately and specifically describe the unsatisfactory performance or condition in a written notice by registered or certified mail to the Contractor and expect that this be corrected within a thirty (30) day period from the date the notice is received by the Contractor. If the described performance or condition is not corrected satisfactorily within this time period, a thirty (30) day notice of cancellation of the Contract may be given to the Contractor, by registered or certified mail. Upon providing such written notice, the **University** may procure the services described herein from other sources, and may hold the Contractor responsible for any and all excess cost or for any and all losses occasioned thereby.

In the event the **University** breaches any of the terms and provisions of the Contract, the Contractor reserves the right to accurately and specifically describe the alleged breach in a written notice by registered or certified mail to the **University** and expect that this breach be corrected within a thirty (30) day period from the date the notice is received by the **University**. If the described breach is not corrected satisfactorily within this time period, a one hundred eighty (180) day notice of cancellation of this Contract may be given by registered or certified mail to the **University**.

3. The failure of either the Contractor or the **University** 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. All subcontractors must be included in your written response to the RFP. A complete description of the subcontractor and their role in your proposed operation must be included.
6. The Contractor is providing the services described herein as an independent Contractor of the **University**, not as the **University**'s agent or representative. The Contractor shall not, in any manner, use the credit or the name of the **University** in connection with its business or affairs except as specifically authorized in the Contract or as approved prior to such use by the **University**. Further, the Contractor 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 Contractor 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 **University** agrees to provide all cooperation reasonably necessary for such compliance. In addition, the Contractor shall also comply with all **University** 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. More specifically, the Contractor will provide the following:
  - a. A description or the Contractor's plan to assist the **University** with the compliance requirements of the Higher Education Opportunity (HEO) Act of 2008, as it may be applicable to the operations of the bookstores.
  - b. A certification by the Contractor that the proposal offered is in full compliance with the Americans with Disabilities Act (ADA) Section 508. Specific data related to the Contractor's compliance methodology is expected to be provided.
  - c. The Contractor acknowledges and understands that it is required to protect certain confidential information from disclosure under applicable law, including, but not limited to the Family Educational Rights and Privacy Act (FERPA), the Gramm Leach Bliley Act (GLBA) and other governing laws in order to protect personally identifiable information. All members of the Contractor's organization that services the **University** account must be trained, certified and documented in regards to these requirements. The Contractor and all the employees of the Contractor must consider their interactions with students, faculty, staff and outside customers as confidential. The Contractor must not provide any student email addresses, phone numbers or otherwise personally identifiable information to third parties.
8. The Contractor's employees are to be covered, at the Contractor's expense, for all legally required workmen's compensation, state disability insurance and liability insurance. Samples of Certificate of Insurance should be included in proposal. The successful Contractor is responsible for withholding and remitting all federal, state and local taxes as required by law.
9. The Contractor must obtain and maintain, at its own expense, insurance in the following amounts, during the term of this agreement, with carriers that maintain a Best Rating of A or better. The Contractor must disclose the liability they carry in the following areas:
  - a. Commercial General Liability                      \$4,000,000 (combined single limit)
  - b. Automobile Liability                                      \$2,000,000 (combined single limit)
  - c. Umbrella/Excess Liability                                \$5,000,000

- |                             |             |
|-----------------------------|-------------|
| d. Worker's Compensation    | Statutory   |
| e. Employee Crime Liability | \$5,000,000 |

Vendor must furnish a standard Certificate of Insurance naming Troy University as an additional insured under vendor's liability coverage. The Certificate of Insurance, provided by Vendor, must contain a statement indicating their coverage will be primary and noncontributory. Meaning, the vendor's policy would be primary in the event of a loss and would not seek coverage from the **University's** policy. Vendor must provide Troy University with a thirty-day notice prior to cancellation of any policy referenced in the Certificate of Insurance.

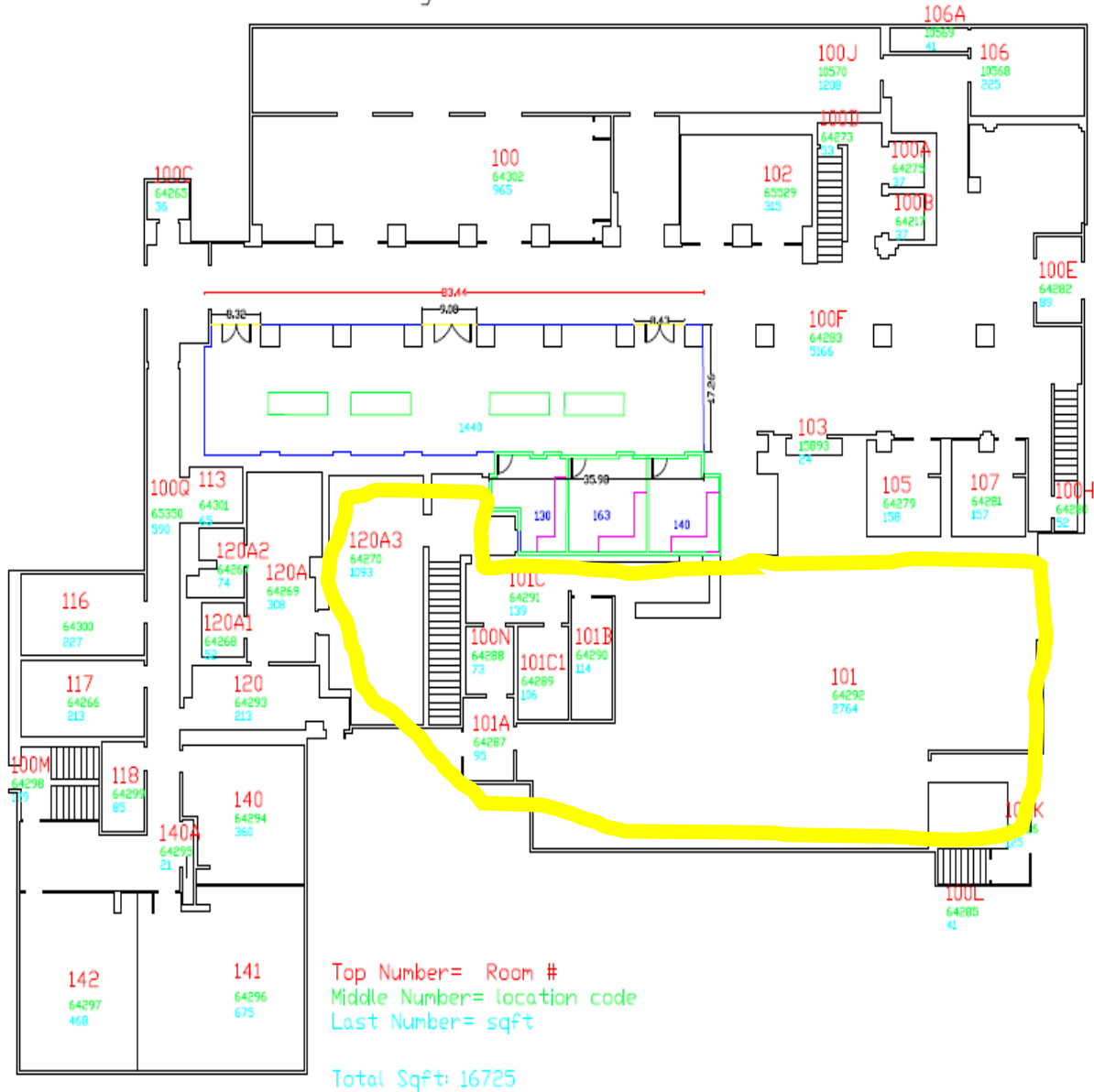
## VI. Miscellaneous Requirements

1. Subject to the prior approval of the **University**, the Contractor may utilize some specific **University** services, at the same cost that **University** departments are billed for such services. The Contractor is subject to all applicable taxes.
2. The **University** is only responsible for the costs specified as **University** costs and contained herein. All other costs, relative to the Contractor's operations of the **University** bookstores and Contractor's performance under the terms contained herein shall be the Contractor's responsibility.
3. The **University** reserves the right to require the Contractor to use certain local vendors ("Vendor") who have a long-standing relationship with the **University**. These vendors must be afforded all courtesies that the Contractor allows its regular vendors including the ability to provide goods and services to the Contractor at a competitive price. In case there is a disagreement between the Contractor and the Vendor, the **University** will have the authority to mediate the dispute and the **University's** decision will be binding upon the Contractor.



2. Troy University Bookstore - Montgomery, Alabama (includes rooms 101- 2764sqft, 101A – 95sqft and 101B – 114sqft)

# Whitley 1st Floor & Annex

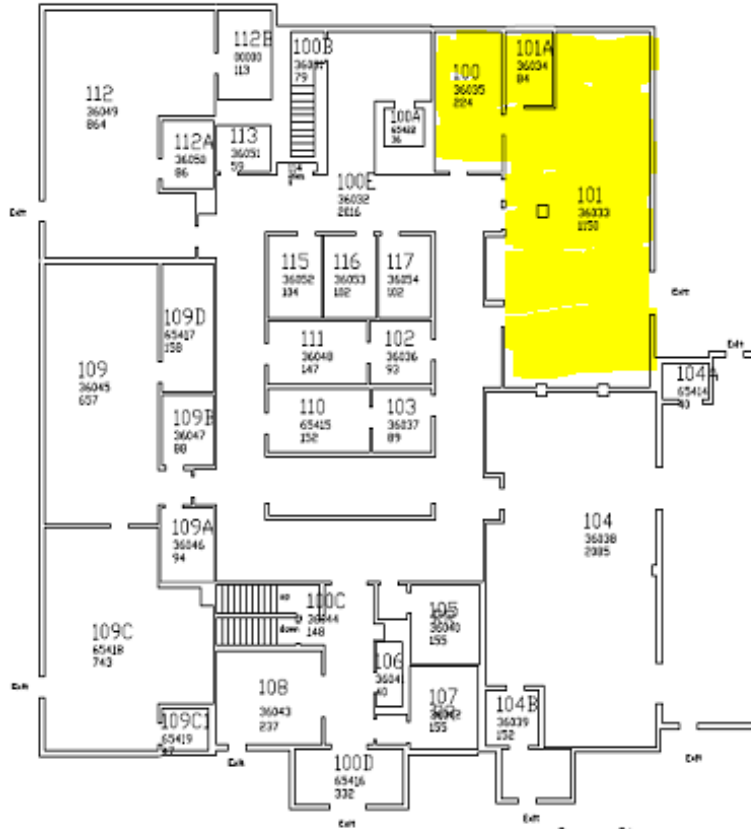




**Appendix A. Existing Bookstore Layouts**

3. Troy University Bookstore – Dothan, Alabama (includes rooms 101 – 1150sqft and 101A – 84 sqft)

Adams 1st Floor



000  
3600  
332

Top Number= Room #  
Middle Number= location code  
Last Number= sqft

Total Sqft: 10465

- C- Classroom
- St- Storage
- OFF- Office
- H- Hallway
- M- Mechanical
- E- Elevator
- RR- Restroom
- CF- Conference Room
- Sta- Stairs
- LB- Lobby
- C
- St
- OFF
- H
- M
- E
- RR
- CF
- Sta
- LB

## Appendix B University Bookstore Sales Figures

### 1. Summary Gross Sales by Merchandise Category – All Campuses, August 2020 – July 2021



Troy University  
**Summary of Gross Sales by Merchandise Category - All Campuses**  
 August 2020 - July 2021

	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	TOTALS
Digital Products	76,434	11,461	49,520	1,768	23,204	57,046	5,446	46,369	623	45,653	7,597	21,673	346,795
New Textbooks	965,596	140,592	300,980	15,451	198,524	763,247	52,401	301,046	2,944	290,927	33,743	137,091	3,202,540
Textbook Rentals	190,361	24,995	61,514	(1,136)	57,559	168,638	7,799	58,339	317	46,782	2,998	23,685	641,850
Trade Books	5,334	3,633	2,589	1,262	14,577	(13,004)	1,007	839	789	1,173	1,791	1,112	21,102
Used Textbooks	178,178	20,465	47,522	(3,928)	121,206	56,807	12,290	71,713	(179)	87,776	1,191	35,960	629,000
<b>TOTAL BOOK MERCHANDISE</b>	<b>1,415,903</b>	<b>201,146</b>	<b>462,125</b>	<b>13,416</b>	<b>415,071</b>	<b>1,032,734</b>	<b>78,942</b>	<b>478,305</b>	<b>4,494</b>	<b>472,311</b>	<b>47,319</b>	<b>219,521</b>	<b>4,841,287</b>
Cafe & Convenience	13,414	17,369	16,314	12,380	5,620	15,840	15,219	19,361	19,853	10,935	17,068	11,104	174,477
Computer Products	2,560	1,339	2,577	333	751	1,737	429	1,097	428	593	943	498	13,285
Emblematic Clothing & Gifts	45,542	40,212	60,984	33,574	50,073	29,379	23,563	36,059	24,239	24,271	55,202	31,626	454,723
Other	9,667	38,229	14,987	5,909	39,754	8,029	18,438	20,376	27,174	10,238	20,444	7,057	220,301
School Supplies	22,044	9,113	7,438	2,501	2,290	15,490	4,414	5,368	10,555	9,358	2,373	2,324	93,269
<b>TOTAL GENERAL MERCHANDISE</b>	<b>93,227</b>	<b>106,262</b>	<b>102,300</b>	<b>54,698</b>	<b>98,487</b>	<b>70,475</b>	<b>62,063</b>	<b>82,261</b>	<b>82,249</b>	<b>55,396</b>	<b>96,030</b>	<b>52,608</b>	<b>956,056</b>
3rd Party Revenue	1,191	492	1,019	(4,146)	428	6,478	787	1,936	285	917	629	586	10,603
Marketing Commissions	0	(370)	10,720	0	0	5,014	(401)	0	6,398	0	0	2,811	24,173
Ring/Announcements Commissions	640	205	353	410	345	420	0	303	1,026	410	205	279	4,595
<b>TOTAL OTHER REVENUE</b>	<b>1,831</b>	<b>327</b>	<b>12,093</b>	<b>(3,736)</b>	<b>773</b>	<b>11,912</b>	<b>386</b>	<b>2,239</b>	<b>7,709</b>	<b>1,327</b>	<b>834</b>	<b>3,676</b>	<b>39,371</b>
Digital Products	(76,434)	(11,461)	(49,520)	(1,768)	(23,204)	(57,046)	(5,446)	(46,369)	(623)	(45,653)	(7,597)	(21,673)	(346,795)
Miscellaneous Adjustments	(1,116)	(3,640)	(1,620)	(2,212)	(6,080)	(2,794)	(4,326)	(4,165)	(1,582)	(345)	(543)	(465)	(28,888)
Non-Commissionable Sales	(6,910)	(6,557)	(5,389)	(3,644)	(5,605)	(1,257)	(1,937)	(2,989)	(1,086)	(1,020)	(1,291)	(283)	(37,969)
Uncollected Sales	(12,865)	(7,893)	(5,909)	(3,674)	(5,146)	(8,643)	(3,438)	(4,900)	(3,540)	(5,288)	(3,151)	(3,145)	(67,591)
<b>TOTAL ADJUSTMENTS</b>	<b>(97,325)</b>	<b>(29,552)</b>	<b>(62,438)</b>	<b>(11,299)</b>	<b>(40,036)</b>	<b>(69,740)</b>	<b>(15,146)</b>	<b>(58,423)</b>	<b>(6,832)</b>	<b>(52,305)</b>	<b>(12,581)</b>	<b>(25,565)</b>	<b>(481,242)</b>
<b>GROSS SALES:</b>	<b>1,413,636</b>	<b>278,184</b>	<b>514,079</b>	<b>53,079</b>	<b>474,295</b>	<b>1,045,381</b>	<b>126,245</b>	<b>504,382</b>	<b>87,620</b>	<b>476,728</b>	<b>131,601</b>	<b>250,241</b>	<b>5,355,472</b>

## Appendix B University Bookstore Sales Figures

### 1. Summary Gross Sales by Merchandise Category – All Campuses, August 2021 – July 2022



Troy University

### Summary of Gross Sales by Merchandise Category - All Campuses

August 2021 - July 2022

	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	TOTALS
Digital Products	415,061	53,219	132,707	3,933	46,926	407,580	34,720	148,612	7,645	48,655	113,564	26,188	1,438,809
New Textbooks	578,545	59,360	194,574	5,390	66,412	443,907	19,891	172,450	10,674	57,395	88,166	29,861	1,726,625
Textbook Rentals	158,766	12,905	43,500	(113)	15,318	177,888	3,976	35,695	485	11,053	16,877	6,016	482,367
Trade Books	2,876	6,499	1,816	1,185	4,028	8,442	5,408	3,400	2,504	2,622	5,319	2,134	46,232
Used Textbooks	103,726	9,708	40,014	822	56,537	90,057	286	41,862	(1,228)	36,939	25,692	13,417	417,830
<b>TOTAL BOOK MERCHANDISE</b>	<b>1,258,975</b>	<b>141,691</b>	<b>412,610</b>	<b>11,217</b>	<b>189,220</b>	<b>1,127,874</b>	<b>64,281</b>	<b>402,019</b>	<b>20,080</b>	<b>156,664</b>	<b>249,618</b>	<b>77,615</b>	<b>4,111,864</b>
Cafe & Convenience	25,330	33,224	25,323	19,790	16,678	13,994	23,657	20,793	19,056	11,783	21,673	8,965	240,265
Computer Products	2,171	2,112	1,607	823	895	1,281	1,476	2,169	839	301	854	234	14,762
Emblematic Clothing & Gifts	58,113	74,719	66,949	85,555	54,253	25,347	37,556	36,938	32,349	30,094	65,433	47,199	614,505
Other	34,053	8,212	17,813	24,641	19,634	6,654	14,430	19,891	22,737	31,445	6,864	21,159	227,532
School Supplies	23,098	17,288	5,525	2,472	3,335	18,533	5,144	4,939	2,454	4,579	3,492	1,241	92,099
<b>TOTAL GENERAL MERCHANDISE</b>	<b>142,766</b>	<b>135,555</b>	<b>117,216</b>	<b>133,282</b>	<b>94,795</b>	<b>65,809</b>	<b>82,263</b>	<b>84,730</b>	<b>77,436</b>	<b>78,201</b>	<b>98,316</b>	<b>78,798</b>	<b>1,189,163</b>
3rd Party Revenue	4,589	1,593	1,136	302	573	2,110	311	(4,569)	738	866	482	2,495	10,625
Marketing Commissions	0	0	7,264	0	0	4,431	0	0	10,786	0	0	6,458	28,939
Ring/Announcements Commissions	75	75	930	360	556	428	202	600	0	0	0	0	3,226
<b>TOTAL OTHER REVENUE</b>	<b>4,664</b>	<b>1,668</b>	<b>9,330</b>	<b>663</b>	<b>1,128</b>	<b>6,968</b>	<b>513</b>	<b>(3,969)</b>	<b>11,524</b>	<b>866</b>	<b>482</b>	<b>8,952</b>	<b>42,790</b>
Digital Products	(415,061)	(53,219)	(132,707)	(3,933)	(46,926)	(407,580)	(34,720)	(148,612)	(7,645)	(48,655)	(113,564)	(26,188)	(1,438,809)
Miscellaneous Adjustments	(881)	(2,702)	(1,904)	(1,757)	(3,082)	(1,024)	(727)	(959)	(3,455)	(2,697)	(2,227)	(1,995)	(23,410)
Non-Commissionable Sales	(2,432)	(6,257)	(1,293)	(619)	(1,806)	(1,138)	(444)	(2,088)	(674)	(1,808)	(404)	(321)	(19,284)
Uncollected Sales	(10,810)	(7,286)	(8,146)	(3,731)	(4,329)	(9,896)	(12,840)	(9,884)	(3,504)	(5,253)	(4,650)	372	(79,957)
<b>TOTAL ADJUSTMENTS</b>	<b>(429,185)</b>	<b>(69,464)</b>	<b>(144,050)</b>	<b>(10,040)</b>	<b>(56,143)</b>	<b>(419,638)</b>	<b>(48,730)</b>	<b>(161,543)</b>	<b>(15,278)</b>	<b>(58,413)</b>	<b>(120,846)</b>	<b>(28,131)</b>	<b>(1,561,461)</b>
<b>GROSS SALES:</b>	<b>977,220</b>	<b>209,449</b>	<b>395,106</b>	<b>135,122</b>	<b>229,000</b>	<b>781,013</b>	<b>98,327</b>	<b>321,237</b>	<b>93,762</b>	<b>177,317</b>	<b>227,569</b>	<b>137,234</b>	<b>3,782,356</b>

## Appendix B University Bookstore Sales Figures

### 1. Summary Gross Sales by Merchandise Category – All Campuses, August 2022 – July 2023



Troy University

### Summary of Gross Sales by Merchandise Category - All Campuses

August 2022 - July 2023

	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	TOTALS
Digital Products	379,756	54,509	114,910	11,414	33,298	350,978	27,972	140,339	10,810	54,683	92,914	26,643	1,298,229
New Textbooks	342,126	53,306	121,172	3,996	46,607	364,173	8,520	129,539	12,892	51,620	62,004	36,963	1,232,918
Textbook Rentals	124,195	8,068	28,883	1,191	11,761	116,070	1,970	25,685	1,494	14,642	10,719	8,610	353,287
Trade Books	6,668	5,739	2,078	2,241	6,311	(4,567)	2,618	1,817	1,353	1,394	3,978	1,083	30,713
Used Textbooks	93,972	5,908	52,807	343	45,000	65,006	102	42,461	(746)	37,129	14,954	12,221	369,157
<b>TOTAL BOOK MERCHANDISE</b>	<b>946,718</b>	<b>127,531</b>	<b>319,849</b>	<b>19,184</b>	<b>142,976</b>	<b>891,659</b>	<b>41,183</b>	<b>339,841</b>	<b>25,804</b>	<b>159,468</b>	<b>184,569</b>	<b>85,520</b>	<b>3,284,303</b>
Cafe & Convenience	15,657	28,994	20,818	14,925	19,945	11,701	15,956	16,221	16,025	10,212	14,294	6,000	190,747
Computer Products	3,310	894	1,507	1,392	999	1,315	818	2,531	422	708	2,643	461	16,999
Emblematic Clothing & Gifts	55,896	104,776	87,565	80,865	93,393	27,399	34,920	40,369	31,560	30,692	63,318	43,161	693,914
Other	3,602	8,280	6,887	10,477	48,851	6,211	5,597	16,658	23,533	30,299	20,265	22,050	202,711
School Supplies	9,327	7,627	5,113	2,084	4,304	7,025	3,726	3,319	4,449	2,213	2,137	1,235	52,559
<b>TOTAL GENERAL MERCHANDISE</b>	<b>87,791</b>	<b>150,571</b>	<b>121,890</b>	<b>109,742</b>	<b>167,492</b>	<b>53,652</b>	<b>61,017</b>	<b>79,099</b>	<b>75,989</b>	<b>74,123</b>	<b>102,657</b>	<b>72,908</b>	<b>1,156,931</b>
3rd Party Revenue	(1,720)	60	500	4,169	242	(3,518)	110	635	27	190	130	0	824
Marketing Commissions	0	0	10,572	0	0	4,720	0	0	4,166	0	0	8,789	28,247
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>(1,720)</b>	<b>60</b>	<b>11,072</b>	<b>4,169</b>	<b>242</b>	<b>1,202</b>	<b>110</b>	<b>635</b>	<b>4,193</b>	<b>190</b>	<b>130</b>	<b>8,789</b>	<b>29,071</b>
Digital Products	(379,756)	(54,509)	(114,910)	(11,414)	(33,298)	(350,978)	(27,972)	(140,339)	(10,810)	(54,683)	(92,914)	(26,643)	(1,298,229)
Miscellaneous Adjustments	(3,399)	(5,642)	(4,811)	(8,747)	(15,370)	(1,447)	(2,517)	(3,745)	(3,011)	(2,128)	(2,202)	(2,276)	(55,297)
Non-Commissionable Sales	(2,167)	(1,322)	(839)	(1,979)	(2,185)	(131)	(1,245)	(4,019)	(5,567)	(8,722)	(2,732)	(5,764)	(36,673)
Uncollected Sales	(9,088)	(5,391)	(7,108)	(3,101)	(4,884)	(8,700)	(6,712)	(4,964)	(2,246)	(3,649)	(3,956)	(2,146)	(61,944)
<b>TOTAL ADJUSTMENTS</b>	<b>(394,410)</b>	<b>(66,865)</b>	<b>(127,668)</b>	<b>(25,242)</b>	<b>(55,736)</b>	<b>(361,257)</b>	<b>(38,446)</b>	<b>(153,067)</b>	<b>(21,633)</b>	<b>(69,183)</b>	<b>(101,805)</b>	<b>(36,830)</b>	<b>(1,452,142)</b>
<b>GROSS SALES:</b>	<b>638,379</b>	<b>211,297</b>	<b>325,143</b>	<b>107,853</b>	<b>254,973</b>	<b>585,256</b>	<b>63,864</b>	<b>266,507</b>	<b>84,353</b>	<b>164,599</b>	<b>185,551</b>	<b>130,387</b>	<b>3,018,163</b>



## Appendix B University Bookstore Sales Figures

### 1. Summary Gross Sales by Merchandise Category – All Campuses, August 2023 – July 2024



#### Troy University Summary of Gross Sales by Merchandise Category - All Campuses August 2023 - July 2024

	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	TOTALS
Digital Products	436,656	60,776	226,049	10,387	52,490	455,582	21,025	207,837	35,867	59,365	132,623	3,245	1,701,902
New Textbooks	419,941	128,835	40,678	15,473	60,035	316,312	14,859	100,257	(19,515)	26,652	37,302	24,397	1,165,227
Textbook Rentals	134,111	15,444	32,741	1,311	11,173	118,614	3,296	34,988	2,166	13,906	13,034	(2,386)	378,399
Trade Books	1,939	5,046	1,613	1,044	866	1,455	2,064	1,443	1,387	564	2,108	4,548	24,076
Used Textbooks	88,251	5,116	32,788	564	52,332	57,374	1,090	45,665	(117)	33,990	16,871	2,183	336,107
<b>TOTAL BOOK MERCHANDISE</b>	<b>1,080,898</b>	<b>215,217</b>	<b>333,868</b>	<b>28,780</b>	<b>176,895</b>	<b>949,338</b>	<b>42,334</b>	<b>390,190</b>	<b>19,789</b>	<b>134,478</b>	<b>201,937</b>	<b>31,987</b>	<b>3,605,711</b>
Cafe & Convenience	11,471	21,729	16,918	11,897	8,259	6,123	11,707	10,112	8,882	6,043	13,253	6,481	132,876
Computer Products	4,993	5,316	3,050	1,921	2,803	2,010	373	2,241	398	2,544	2,627	292	28,567
Emblematic Clothing & Gifts	40,701	133,340	69,216	78,939	73,638	20,703	24,415	30,578	28,504	23,553	48,035	30,402	602,024
Other	2,563	2,873	7,735	20,119	44,621	11,053	9,173	27,524	56,634	13,873	16,890	12,911	225,968
School Supplies	8,867	7,710	4,580	1,671	3,432	6,463	3,999	4,314	3,198	2,534	2,474	1,147	50,387
<b>TOTAL GENERAL MERCHANDISE</b>	<b>68,594</b>	<b>170,968</b>	<b>101,499</b>	<b>114,546</b>	<b>132,753</b>	<b>46,352</b>	<b>49,667</b>	<b>74,768</b>	<b>97,615</b>	<b>48,548</b>	<b>83,279</b>	<b>51,233</b>	<b>1,039,823</b>
3rd Party Revenue	0	0	0	0	1,648	0	0	0	0	123	0	0	1,771
Marketing Commissions	0	0	11,088	0	0	5,210	0	0	4,798	0	0	6,667	27,763
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>0</b>	<b>0</b>	<b>11,088</b>	<b>0</b>	<b>1,648</b>	<b>5,210</b>	<b>0</b>	<b>0</b>	<b>4,798</b>	<b>123</b>	<b>0</b>	<b>6,667</b>	<b>29,534</b>
Digital Products	(436,656)	(60,776)	(226,049)	(10,387)	(52,490)	(455,582)	(21,025)	(207,837)	(35,867)	(59,365)	(132,623)	(3,245)	(1,701,902)
Miscellaneous Adjustments	(3,149)	(4,371)	(3,686)	(4,451)	(14,891)	(1,506)	(1,632)	(3,096)	(1,494)	(1,322)	(1,617)	(1,299)	(42,514)
Non-Commissionable Sales	(9,038)	(28,127)	(13,077)	(14,983)	(11,092)	(3,321)	(3,254)	(3,679)	(4,611)	(8,971)	(4,963)	(25,157)	(130,273)
Uncollected Sales	(12,911)	(7,680)	(8,010)	(3,358)	(3,888)	(10,246)	(3,999)	(5,410)	(1,897)	(2,781)	(4,535)	(1,152)	(65,867)
<b>TOTAL ADJUSTMENTS</b>	<b>(461,754)</b>	<b>(100,954)</b>	<b>(250,821)</b>	<b>(33,179)</b>	<b>(82,361)</b>	<b>(470,655)</b>	<b>(29,910)</b>	<b>(220,023)</b>	<b>(43,869)</b>	<b>(72,438)</b>	<b>(143,738)</b>	<b>(30,853)</b>	<b>(1,940,556)</b>
<b>GROSS SALES:</b>	<b>687,738</b>	<b>285,231</b>	<b>195,634</b>	<b>110,148</b>	<b>228,935</b>	<b>530,245</b>	<b>62,090</b>	<b>244,936</b>	<b>78,333</b>	<b>110,711</b>	<b>141,478</b>	<b>59,035</b>	<b>2,734,512</b>

## Appendix B University Bookstore Sales Figures

2. Monthly Gross Sales by Location – All Campuses, August 2020 – July 2021



### Troy University Monthly Gross Sales by Location August 2020 - July 2021

	<u>Dothan</u> <u>#0093</u>	<u>Montgomery</u> <u>#0094</u>	<u>Phenix City</u> <u>#0095</u>	<u>Troy</u> <u>#0096</u>	<u>Gross Sales</u>
<b>2020</b>					
August	\$35,495.34	\$364,602.43	\$195,426.69	\$818,111.94	\$1,413,636.40
September	\$2,821.12	\$114,338.02	\$12,383.92	\$148,640.81	\$278,183.87
October	\$21,820.09	\$350,398.45	\$36,807.88	\$105,052.61	\$514,079.03
November	\$608.44	\$15,903.04	\$1,189.59	\$35,378.33	\$53,079.40
December	\$10,076.11	\$242,952.41	\$10,554.14	\$210,712.45	\$474,295.11
<b>2021</b>					
January	\$24,646.26	\$271,304.43	\$170,459.27	\$578,971.37	\$1,045,381.33
February	\$4,397.15	\$50,643.10	\$5,626.72	\$65,578.41	\$126,245.38
March	\$10,833.16	\$397,548.00	\$25,597.89	\$70,402.68	\$504,381.73
April	\$2,708.33	\$7,656.07	\$12,956.37	\$64,299.34	\$87,620.11
May	\$5,739.95	\$307,015.95	\$79,438.01	\$84,534.28	\$476,728.19
June	\$1,401.92	\$30,489.27	\$9,688.57	\$90,021.14	\$131,600.90
July	\$6,267.33	\$158,279.68	\$8,924.54	\$76,768.97	\$250,240.52
<b>Total:</b>	<b>\$126,815.20</b>	<b>\$2,311,130.85</b>	<b>\$569,053.59</b>	<b>\$2,348,472.33</b>	<b>\$5,355,471.97</b>

## Appendix B University Bookstore Sales Figures

### 2. Monthly Gross Sales by Location – All Campuses, August 2021 – July 2022



#### Troy University Monthly Gross Sales by Location August 2021 - July 2022

	Dothan #0093	Montgomery #0094	Phenix City #0095	Troy #0096	Gross Sales
<b>2021</b>					
August	\$24,704.49	\$266,841.69	\$86,597.07	\$599,076.53	\$977,219.78
September	\$3,051.64	\$43,911.49	\$29,313.75	\$133,172.39	\$209,449.27
October	\$11,571.05	\$259,595.82	\$12,709.74	\$111,229.03	\$395,105.64
November	\$590.25	\$10,723.54	\$1,857.08	\$121,950.83	\$135,121.70
December	\$2,825.37	\$105,045.61	\$7,872.15	\$113,257.28	\$229,000.41
<b>2022</b>					
January	\$16,087.07	\$229,756.91	\$90,585.01	\$444,583.98	\$781,012.97
February	\$1,936.35	\$4,061.45	\$7,059.69	\$85,269.19	\$98,326.68
March	\$12,693.59	\$229,869.53	\$10,139.34	\$68,534.72	\$321,237.18
April	\$2,903.20	\$13,810.17	\$5,811.03	\$71,237.62	\$93,762.02
May	\$2,710.64	\$48,820.45	\$38,894.30	\$86,891.98	\$177,317.37
June	\$1,565.10	\$110,528.13	\$12,073.30	\$103,402.76	\$227,569.29
July	\$4,242.33	\$42,767.63	\$902.94	\$89,321.05	\$137,233.95
<b>Total:</b>	<b>\$84,881.08</b>	<b>\$1,365,732.42</b>	<b>\$303,815.40</b>	<b>\$2,027,927.36</b>	<b>\$3,782,356.26</b>

NOTE: The on-campus Phenix City Bookstore operations ceased 6/28/22, when the building the bookstore was in was sold on this date. The course material needs of the Phenix City students shifted to the Montgomery Campus bookstore at that time and continues to be the bookstore for the Phenix City students.

## Appendix B University Bookstore Sales Figures

2. Monthly Gross Sales by Location – All Campuses, August 2022 – July 2023



### Troy University Monthly Gross Sales by Location August 2022 - July 2023

	<u>Dothan</u> <u>#0093</u>	<u>Montgomery</u> <u>#0094</u>	<u>Troy</u> <u>#0096</u>	<u>Gross Sales</u>
<b>2022</b>				
August	\$15,273.03	\$205,581.65	\$417,524.07	\$638,378.75
September	\$2,578.40	\$12,829.13	\$195,889.18	\$211,296.71
October	\$16,867.66	\$187,498.65	\$120,776.91	\$325,143.22
November	\$942.51	\$8,467.34	\$98,442.98	\$107,852.83
December	\$1,848.20	\$74,473.54	\$178,651.68	\$254,973.42
<b>2023</b>				
January	\$17,454.49	\$207,964.99	\$359,836.88	\$585,256.36
February	\$1,088.14	\$4,059.75	\$58,715.75	\$63,863.64
March	\$9,109.24	\$189,097.74	\$68,300.36	\$266,507.34
April	\$3,756.21	\$11,908.78	\$68,687.97	\$84,352.96
May	\$2,356.59	\$95,981.87	\$66,260.49	\$164,598.95
June	\$2,503.22	\$78,162.30	\$104,885.54	\$185,551.06
July	\$6,059.22	\$48,551.68	\$75,776.39	\$130,387.29
<b>Total:</b>	<b>\$79,836.91</b>	<b>\$1,124,577.42</b>	<b>\$1,813,748.20</b>	<b>\$3,018,162.53</b>



## Appendix B University Bookstore Sales Figures

### 2. Monthly Gross Sales by Location – All Campuses, August 2023 – July 2024



### Troy University Monthly Gross Sales by Location August 2023 - July 2024

	<u>Dothan</u> <u>#0093</u>	<u>Montgomery</u> <u>#0094</u>	<u>Troy</u> <u>#0096</u>	<u>Gross Sales</u>
<b>2023</b>				
August	\$20,501.70	\$262,211.85	\$405,024.54	\$687,738.09
September	\$7,285.04	\$44,408.30	\$233,537.25	\$285,230.59
October	\$14,615.30	\$116,369.79	\$64,648.82	\$195,633.91
November	\$1,880.66	\$16,844.22	\$91,422.67	\$110,147.55
December	\$3,442.90	\$91,075.50	\$134,416.73	\$228,935.13
<b>2024</b>				
January	\$17,790.18	\$182,894.20	\$329,560.51	\$530,244.89
February	\$2,236.20	\$1,209.58	\$58,644.53	\$62,090.31
March	\$8,078.68	\$167,674.45	\$69,182.45	\$244,935.58
April	\$3,276.65	\$4,389.85	\$70,666.47	\$78,332.97
May	\$1,648.66	\$58,051.70	\$51,010.34	\$110,710.70
June	\$428.04	\$63,372.60	\$77,676.88	\$141,477.52
July	\$2,113.96	\$7,324.45	\$49,596.23	\$59,034.64
<b>Total:</b>	<b>\$83,297.97</b>	<b>\$1,015,826.49</b>	<b>\$1,635,387.42</b>	<b>\$2,734,511.88</b>

## Appendix B University Bookstore Sales Figures

### 3. Troy University – Dothan Campus Bookstore Sales Report, August 2020 – July 2021



#### Troy University - Dothan #0093 Summary of Gross Sales by Merchandise Category August 2020 - July 2021

	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	TOTALS
Digital Products	2,019	150	564	0	311	639	0	158	0	480	0	400	4,721
New Textbooks	25,676	2,055	10,977	362	6,351	16,711	1,430	6,980	309	2,497	893	3,313	77,554
Textbook Rentals	4,411	128	3,032	(67)	468	2,962	46	1,925	66	460	153	528	14,114
Trade Books	3	0	34	3	483	(461)	0	0	0	0	0	0	62
Used Textbooks	4,187	434	1,958	(174)	2,352	3,200	431	1,579	0	1,158	76	715	15,917
<b>TOTAL BOOK MERCHANDISE</b>	<b>36,296</b>	<b>2,767</b>	<b>16,565</b>	<b>125</b>	<b>9,965</b>	<b>23,053</b>	<b>1,907</b>	<b>10,642</b>	<b>375</b>	<b>4,595</b>	<b>1,122</b>	<b>4,955</b>	<b>112,367</b>
Cafe & Convenience	64	53	87	43	12	101	44	122	62	29	99	62	779
Computer Products	0	0	0	0	0	30	0	0	0	6	0	0	36
Emblematic Clothing & Gifts	581	269	389	313	104	280	371	490	76	719	23	368	3,983
Other	292	35	1,435	180	351	5	1,371	355	198	575	153	460	5,410
School Supplies	569	186	695	25	36	632	66	210	43	344	56	62	2,924
<b>TOTAL GENERAL MERCHANDISE</b>	<b>1,507</b>	<b>542</b>	<b>2,606</b>	<b>561</b>	<b>503</b>	<b>1,047</b>	<b>1,852</b>	<b>1,176</b>	<b>380</b>	<b>1,673</b>	<b>332</b>	<b>951</b>	<b>13,132</b>
3rd Party Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Marketing Commissions	0	0	3,387	0	0	1,531	0	0	2,013	0	0	801	7,732
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>0</b>	<b>0</b>	<b>3,387</b>	<b>0</b>	<b>0</b>	<b>1,531</b>	<b>0</b>	<b>0</b>	<b>2,013</b>	<b>0</b>	<b>0</b>	<b>801</b>	<b>7,732</b>
Digital Products	(2,019)	(150)	(564)	0	(311)	(639)	0	(158)	0	(480)	0	(400)	(4,721)
Non-Commissionable Sales	0	0	(61)	(5)	0	0	(6)	(29)	0	0	(3)	0	(104)
Uncollected Sales	(289)	(338)	(114)	(72)	(81)	(345)	645	(798)	(60)	(48)	(49)	(41)	(1,591)
<b>TOTAL ADJUSTMENTS</b>	<b>(2,307)</b>	<b>(488)</b>	<b>(739)</b>	<b>(78)</b>	<b>(392)</b>	<b>(984)</b>	<b>638</b>	<b>(985)</b>	<b>(60)</b>	<b>(528)</b>	<b>(52)</b>	<b>(441)</b>	<b>(6,416)</b>
<b>GROSS SALES:</b>	<b>35,495</b>	<b>2,821</b>	<b>21,820</b>	<b>608</b>	<b>10,076</b>	<b>24,646</b>	<b>4,397</b>	<b>10,833</b>	<b>2,708</b>	<b>5,740</b>	<b>1,402</b>	<b>6,267</b>	<b>126,815</b>

## Appendix B University Bookstore Sales Figures

3. Troy University – Dothan Campus Bookstore Sales Report, August 2021 – July 2022



### Troy University - Dothan #0093 Summary of Gross Sales by Merchandise Category August 2021 - July 2022

	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	TOTALS
Digital Products	9,357	875	3,479	(93)	703	6,127	0	3,716	55	146	718	504	25,586
New Textbooks	12,628	881	3,970	132	1,149	6,491	979	6,963	431	1,061	690	158	35,533
Textbook Rentals	4,898	(48)	1,353	102	115	2,946	133	2,092	87	249	197	575	12,700
Trade Books	0	0	0	0	0	1,524	0	0	0	0	0	305	1,829
Used Textbooks	5,769	185	2,794	0	544	3,205	0	2,400	0	438	286	310	15,930
<b>TOTAL BOOK MERCHANDISE</b>	<b>32,653</b>	<b>1,893</b>	<b>11,595</b>	<b>141</b>	<b>2,511</b>	<b>20,293</b>	<b>1,112</b>	<b>15,170</b>	<b>574</b>	<b>1,893</b>	<b>1,891</b>	<b>1,852</b>	<b>91,577</b>
Cafe & Convenience	128	150	104	31	21	53	87	117	126	88	65	71	1,041
Computer Products	15	0	0	0	0	0	0	0	0	0	0	0	15
Emblematic Clothing & Gifts	564	403	832	192	359	168	302	488	201	127	108	146	3,889
Other	153	1,401	570	141	577	0	450	518	878	780	210	435	6,111
School Supplies	788	184	372	30	92	580	37	228	21	54	52	52	2,489
<b>TOTAL GENERAL MERCHANDISE</b>	<b>1,647</b>	<b>2,138</b>	<b>1,878</b>	<b>394</b>	<b>1,048</b>	<b>801</b>	<b>876</b>	<b>1,350</b>	<b>1,226</b>	<b>1,049</b>	<b>435</b>	<b>703</b>	<b>13,545</b>
3rd Party Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Marketing Commissions	0	0	1,685	0	0	1,240	0	0	1,211	0	0	2,193	6,329
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>0</b>	<b>0</b>	<b>1,685</b>	<b>0</b>	<b>0</b>	<b>1,240</b>	<b>0</b>	<b>0</b>	<b>1,211</b>	<b>0</b>	<b>0</b>	<b>2,193</b>	<b>6,329</b>
Digital Products	(9,357)	(875)	(3,479)	93	(703)	(6,127)	0	(3,716)	(55)	(146)	(718)	(504)	(25,586)
Non-Commissionable Sales	0	(6)	0	0	0	0	0	0	0	0	0	0	(6)
Uncollected Sales	(238)	(99)	(108)	(37)	(31)	(120)	(51)	(111)	(52)	(86)	(43)	(3)	(978)
<b>TOTAL ADJUSTMENTS</b>	<b>(9,595)</b>	<b>(980)</b>	<b>(3,586)</b>	<b>55</b>	<b>(734)</b>	<b>(6,247)</b>	<b>(51)</b>	<b>(3,826)</b>	<b>(107)</b>	<b>(231)</b>	<b>(761)</b>	<b>(507)</b>	<b>(26,571)</b>
<b>GROSS SALES:</b>	<b>24,704</b>	<b>3,052</b>	<b>11,571</b>	<b>590</b>	<b>2,825</b>	<b>16,087</b>	<b>1,936</b>	<b>12,694</b>	<b>2,903</b>	<b>2,711</b>	<b>1,565</b>	<b>4,242</b>	<b>84,881</b>

## Appendix B University Bookstore Sales Figures

### 3. Troy University – Dothan Campus Bookstore Sales Report, August 2022 – July 2023



#### Troy University - Dothan #0093 Summary of Gross Sales by Merchandise Category August 2022 - July 2023

	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	TOTALS
Digital Products	11,172	1,045	4,658	1,006	(82)	10,524	484	3,027	238	46	1,602	709	34,430
New Textbooks	7,646	1,438	4,082	85	510	10,086	150	1,638	464	149	1,018	998	28,264
Textbook Rentals	3,096	255	3,105	0	86	3,799	141	2,244	179	195	336	256	13,692
Trade Books	1,277	55	89	0	55	(1,514)	0	0	0	0	0	0	(37)
Used Textbooks	2,140	0	2,009	0	66	2,140	151	2,482	133	433	831	550	10,934
<b>TOTAL BOOK MERCHANDISE</b>	<b>25,331</b>	<b>2,793</b>	<b>13,943</b>	<b>1,091</b>	<b>635</b>	<b>25,035</b>	<b>926</b>	<b>9,392</b>	<b>1,014</b>	<b>823</b>	<b>3,788</b>	<b>2,512</b>	<b>87,282</b>
Cafe & Convenience	133	130	82	62	91	96	94	134	95	84	33	26	1,061
Computer Products	6	14	0	0	0	0	0	17	0	0	5	23	64
Emblematic Clothing & Gifts	552	458	1,196	280	524	512	322	271	800	529	280	93	5,817
Other	315	330	1,275	515	516	320	322	2,259	685	1,055	190	320	8,101
School Supplies	304	27	411	60	30	345	48	252	74	80	6	0	1,637
<b>TOTAL GENERAL MERCHANDISE</b>	<b>1,311</b>	<b>959</b>	<b>2,963</b>	<b>916</b>	<b>1,161</b>	<b>1,273</b>	<b>786</b>	<b>2,934</b>	<b>1,654</b>	<b>1,747</b>	<b>514</b>	<b>462</b>	<b>16,680</b>
3rd Party Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Marketing Commissions	0	0	4,748	0	0	1,860	0	0	1,502	0	0	3,842	11,952
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>0</b>	<b>0</b>	<b>4,748</b>	<b>0</b>	<b>0</b>	<b>1,860</b>	<b>0</b>	<b>0</b>	<b>1,502</b>	<b>0</b>	<b>0</b>	<b>3,842</b>	<b>11,952</b>
Digital Products	(11,172)	(1,045)	(4,658)	(1,006)	82	(10,524)	(484)	(3,027)	(238)	(46)	(1,602)	(709)	(34,430)
Non-Commissionable Sales	0	(14)	(1)	0	0	(2)	(48)	(114)	(118)	(125)	(141)	(7)	(569)
Uncollected Sales	(197)	(115)	(128)	(59)	(30)	(187)	(91)	(76)	(58)	(42)	(55)	(41)	(1,079)
<b>TOTAL ADJUSTMENTS</b>	<b>(11,369)</b>	<b>(1,174)</b>	<b>(4,787)</b>	<b>(1,065)</b>	<b>52</b>	<b>(10,714)</b>	<b>(624)</b>	<b>(3,216)</b>	<b>(413)</b>	<b>(213)</b>	<b>(1,798)</b>	<b>(757)</b>	<b>(36,078)</b>
<b>GROSS SALES:</b>	<b>15,273</b>	<b>2,578</b>	<b>16,868</b>	<b>943</b>	<b>1,848</b>	<b>17,454</b>	<b>1,088</b>	<b>9,109</b>	<b>3,756</b>	<b>2,357</b>	<b>2,503</b>	<b>6,059</b>	<b>79,837</b>

## Appendix B University Bookstore Sales Figures

3. Troy University – Dothan Campus Bookstore Sales Report, August 2023 – July 2024



### Troy University - Dothan #0093 Summary of Gross Sales by Merchandise Category August 2023 - July 2024

	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	TOTALS
Digital Products	12,865	981	1,924	68	815	17,059	773	1,721	300	283	109	258	37,155
New Textbooks	14,030	6,198	3,133	418	914	8,458	1,755	3,254	711	166	0	144	39,181
Textbook Rentals	3,124	257	2,125	143	278	2,997	173	1,690	493	45	78	0	11,402
Trade Books	0	17	10	0	0	0	0	65	0	20	0	0	112
Used Textbooks	2,318	227	1,164	0	1,110	4,069	68	1,464	(161)	831	13	0	11,103
<b>TOTAL BOOK MERCHANDISE</b>	<b>32,337</b>	<b>7,679</b>	<b>8,355</b>	<b>629</b>	<b>3,116</b>	<b>32,584</b>	<b>2,769</b>	<b>8,194</b>	<b>1,343</b>	<b>1,346</b>	<b>200</b>	<b>402</b>	<b>98,953</b>
Cafe & Convenience	86	36	90	19	15	30	46	40	12	15	7	0	397
Computer Products	0	0	0	0	0	0	0	5	0	0	0	0	5
Emblematic Clothing & Gifts	1,082	696	878	274	252	472	207	565	241	481	87	169	5,406
Other	55	0	2,643	1,190	950	259	144	1,100	477	246	275	211	7,548
School Supplies	130	34	118	0	0	164	6	44	0	0	0	0	497
<b>TOTAL GENERAL MERCHANDISE</b>	<b>1,353</b>	<b>767</b>	<b>3,729</b>	<b>1,482</b>	<b>1,217</b>	<b>926</b>	<b>404</b>	<b>1,753</b>	<b>730</b>	<b>742</b>	<b>369</b>	<b>380</b>	<b>13,852</b>
3rd Party Revenue	0	0	0	0	8	0	0	0	0	0	0	0	8
Marketing Commissions	0	0	4,599	0	0	1,621	0	0	1,602	0	0	1,598	9,420
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>0</b>	<b>0</b>	<b>4,599</b>	<b>0</b>	<b>8</b>	<b>1,621</b>	<b>0</b>	<b>0</b>	<b>1,602</b>	<b>0</b>	<b>0</b>	<b>1,598</b>	<b>9,428</b>
Digital Products	(12,865)	(981)	(1,924)	(68)	(815)	(17,059)	(773)	(1,721)	(300)	(283)	(109)	(258)	(37,155)
Non-Commissionable Sales	(49)	(20)	(12)	(96)	0	0	(40)	(44)	(38)	(29)	0	0	(327)
Uncollected Sales	(275)	(161)	(132)	(67)	(84)	(280)	(124)	(103)	(62)	(128)	(31)	(8)	(1,453)
<b>TOTAL ADJUSTMENTS</b>	<b>(13,189)</b>	<b>(1,161)</b>	<b>(2,067)</b>	<b>(231)</b>	<b>(898)</b>	<b>(17,340)</b>	<b>(937)</b>	<b>(1,868)</b>	<b>(399)</b>	<b>(439)</b>	<b>(141)</b>	<b>(266)</b>	<b>(38,936)</b>
<b>GROSS SALES:</b>	<b>20,502</b>	<b>7,285</b>	<b>14,615</b>	<b>1,881</b>	<b>3,443</b>	<b>17,790</b>	<b>2,236</b>	<b>8,079</b>	<b>3,277</b>	<b>1,649</b>	<b>428</b>	<b>2,114</b>	<b>83,298</b>



## Appendix B University Bookstore Sales Figures

### 4. Troy University – Montgomery Campus Bookstore Sales Report, August 2020 – July 2021



#### Troy University - Montgomery #0094 Summary of Gross Sales by Merchandise Category August 2020 - July 2021

	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	TOTALS
Digital Products	45,083	7,980	45,891	1,144	21,800	29,644	4,139	44,362	623	42,023	7,117	18,923	268,728
New Textbooks	248,831	76,886	249,917	9,050	138,488	213,609	28,980	268,063	7	208,735	21,571	101,891	1,566,028
Textbook Rentals	47,248	15,045	54,115	(521)	35,949	40,164	5,024	54,373	(27)	39,774	2,396	19,466	313,007
Trade Books	73	169	1,470	597	12,410	(12,324)	3	138	26	164	118	172	3,015
Used Textbooks	67,294	18,030	41,568	2,641	53,816	25,040	12,001	69,649	(369)	53,213	1,438	31,290	375,611
<b>TOTAL BOOK MERCHANDISE</b>	<b>408,528</b>	<b>118,109</b>	<b>392,961</b>	<b>12,910</b>	<b>262,463</b>	<b>296,133</b>	<b>50,147</b>	<b>436,585</b>	<b>261</b>	<b>343,909</b>	<b>32,640</b>	<b>171,742</b>	<b>2,526,390</b>
Cafe & Convenience	3,202	4,149	3,502	3,374	2,558	4,670	4,021	5,510	5,394	4,615	4,894	3,438	49,327
Computer Products	94	37	54	6	28	64	88	23	0	21	43	55	511
Emblematic Clothing & Gifts	1,897	1,968	1,551	1,536	1,144	1,749	1,119	1,135	1,491	2,261	915	1,541	18,307
Other	35	158	124	543	743	44	62	1,045	1,990	1,158	543	750	7,194
School Supplies	619	167	662	159	137	544	213	723	282	341	146	229	4,219
<b>TOTAL GENERAL MERCHANDISE</b>	<b>5,848</b>	<b>6,479</b>	<b>5,892</b>	<b>5,617</b>	<b>4,610</b>	<b>7,071</b>	<b>5,502</b>	<b>8,435</b>	<b>9,156</b>	<b>8,396</b>	<b>6,540</b>	<b>6,013</b>	<b>79,559</b>
3rd Party Revenue	0	0	0	0	0	40	0	40	0	0	0	0	80
Marketing Commissions	0	0	1,048	0	0	548	0	0	648	0	0	726	2,970
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>0</b>	<b>0</b>	<b>1,048</b>	<b>0</b>	<b>0</b>	<b>588</b>	<b>0</b>	<b>40</b>	<b>648</b>	<b>0</b>	<b>0</b>	<b>726</b>	<b>3,050</b>
Digital Products	(45,083)	(7,980)	(45,891)	(1,144)	(21,800)	(29,644)	(4,139)	(44,362)	(623)	(42,023)	(7,117)	(18,923)	(268,728)
Non-Commissionable Sales	(42)	(24)	0	(189)	(58)	(2)	(16)	(81)	(23)	(26)	(91)	(24)	(576)
Uncollected Sales	(4,648)	(2,247)	(3,612)	(1,291)	(2,263)	(2,842)	(852)	(3,069)	(1,763)	(3,240)	(1,484)	(1,254)	(28,564)
<b>TOTAL ADJUSTMENTS</b>	<b>(49,773)</b>	<b>(10,250)</b>	<b>(49,503)</b>	<b>(2,624)</b>	<b>(24,121)</b>	<b>(32,488)</b>	<b>(5,006)</b>	<b>(47,512)</b>	<b>(2,409)</b>	<b>(45,289)</b>	<b>(8,691)</b>	<b>(20,201)</b>	<b>(297,868)</b>
<b>GROSS SALES:</b>	<b>364,602</b>	<b>114,338</b>	<b>350,398</b>	<b>15,903</b>	<b>242,952</b>	<b>271,304</b>	<b>50,643</b>	<b>397,548</b>	<b>7,856</b>	<b>307,016</b>	<b>30,489</b>	<b>158,280</b>	<b>2,311,131</b>

## Appendix B University Bookstore Sales Figures

### 4. Troy University – Montgomery Campus Bookstore Sales Report, August 2021 – July 2022



#### Troy University - Montgomery #0094 Summary of Gross Sales by Merchandise Category August 2021 - July 2022

	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	TOTALS
Digital Products	114,134	15,550	115,975	985	38,716	131,621	3,173	134,831	5,313	20,343	88,913	17,418	686,970
New Textbooks	183,298	24,412	178,547	3,660	56,524	137,688	(214)	151,748	4,621	30,405	70,219	22,826	863,734
Textbook Rentals	35,560	4,315	39,624	(132)	11,431	46,472	(633)	33,082	300	5,607	16,510	3,659	195,794
Trade Books	278	91	85	39	78	164	46	138	89	272	58	284	1,623
Used Textbooks	42,343	7,958	35,273	712	30,552	42,667	(1,024)	39,139	(838)	7,921	20,950	9,565	235,218
<b>TOTAL BOOK MERCHANDISE</b>	<b>375,613</b>	<b>52,326</b>	<b>369,505</b>	<b>5,264</b>	<b>137,301</b>	<b>358,612</b>	<b>1,348</b>	<b>358,938</b>	<b>9,485</b>	<b>64,547</b>	<b>196,649</b>	<b>53,752</b>	<b>1,983,340</b>
Cafe & Convenience	5,854	6,621	5,390	4,240	4,331	3,208	5,374	6,454	5,514	4,375	3,290	2,616	57,266
Computer Products	36	16	19	10	0	6	63	25	10	34	35	9	263
Emblematic Clothing & Gifts	2,845	1,356	1,778	1,735	2,342	1,314	810	1,874	1,417	1,428	787	780	18,464
Other	(10)	266	782	703	1,410	147	67	601	1,339	1,864	360	336	7,864
School Supplies	634	128	207	88	172	431	268	328	118	78	138	152	2,743
<b>TOTAL GENERAL MERCHANDISE</b>	<b>9,358</b>	<b>8,387</b>	<b>8,175</b>	<b>6,776</b>	<b>8,255</b>	<b>5,107</b>	<b>6,582</b>	<b>9,282</b>	<b>8,397</b>	<b>7,779</b>	<b>4,610</b>	<b>3,893</b>	<b>86,601</b>
3rd Party Revenue	0	0	0	20	0	0	0	0	45	0	0	0	65
Marketing Commissions	0	0	1,113	0	0	839	0	0	2,296	0	0	1,413	5,661
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>0</b>	<b>0</b>	<b>1,113</b>	<b>20</b>	<b>0</b>	<b>839</b>	<b>0</b>	<b>0</b>	<b>2,341</b>	<b>0</b>	<b>0</b>	<b>1,413</b>	<b>5,726</b>
Digital Products	(114,134)	(15,550)	(115,975)	(985)	(38,716)	(131,621)	(3,173)	(134,831)	(5,313)	(20,343)	(88,913)	(17,418)	(686,970)
Non-Commissionable Sales	0	0	(25)	(9)	(192)	(11)	(46)	(29)	(41)	(82)	(58)	(4)	(497)
Uncollected Sales	(3,995)	(1,251)	(3,197)	(343)	(1,602)	(3,168)	(650)	(3,491)	(1,059)	(3,081)	(1,759)	1,131	(22,467)
<b>TOTAL ADJUSTMENTS</b>	<b>(118,129)</b>	<b>(16,801)</b>	<b>(119,197)</b>	<b>(1,337)</b>	<b>(40,510)</b>	<b>(134,801)</b>	<b>(3,869)</b>	<b>(138,351)</b>	<b>(6,413)</b>	<b>(23,506)</b>	<b>(90,730)</b>	<b>(16,291)</b>	<b>(709,935)</b>
<b>GROSS SALES:</b>	<b>266,842</b>	<b>43,911</b>	<b>259,596</b>	<b>10,724</b>	<b>105,046</b>	<b>229,757</b>	<b>4,061</b>	<b>229,870</b>	<b>13,810</b>	<b>48,820</b>	<b>110,528</b>	<b>42,768</b>	<b>1,365,732</b>

## Appendix B University Bookstore Sales Figures

### 4. Troy University – Montgomery Campus Bookstore Sales Report, August 2022 – July 2023



#### Troy University - Montgomery #0094 Summary of Gross Sales by Merchandise Category August 2022 - July 2023

	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	TOTALS
Digital Products	141,059	13,900	96,550	8,723	28,786	137,561	4,408	131,913	8,092	49,230	77,938	21,321	719,480
New Textbooks	126,793	3,869	105,339	2,324	38,846	148,382	(880)	119,879	2,967	49,299	51,715	29,786	678,318
Textbook Rentals	27,590	(123)	25,819	1,193	7,424	32,984	(657)	23,363	1,210	14,538	9,473	6,926	149,742
Trade Books	659	(126)	57	210	296	(323)	311	177	140	110	40	55	1,606
Used Textbooks	46,278	1,088	49,449	(35)	19,404	21,229	(742)	39,638	(878)	25,727	13,414	9,499	224,071
<b>TOTAL BOOK MERCHANDISE</b>	<b>342,379</b>	<b>18,607</b>	<b>277,214</b>	<b>12,416</b>	<b>94,757</b>	<b>339,833</b>	<b>2,441</b>	<b>314,969</b>	<b>11,530</b>	<b>138,904</b>	<b>152,580</b>	<b>67,588</b>	<b>1,773,217</b>
Cafe & Convenience	4,575	6,819	5,319	3,645	3,656	4,352	4,411	5,596	5,396	3,937	1,490	1,786	50,981
Computer Products	61	20	17	17	23	26	68	22	6	16	23	0	298
Emblematic Clothing & Gifts	2,009	1,420	2,180	413	2,215	935	1,892	2,401	907	1,533	865	706	17,476
Other	430	213	441	1,200	3,799	2,233	478	565	1,769	2,454	3,153	(1,541)	15,193
School Supplies	545	153	257	104	57	400	202	589	49	85	151	100	2,691
<b>TOTAL GENERAL MERCHANDISE</b>	<b>7,620</b>	<b>8,625</b>	<b>8,213</b>	<b>5,379</b>	<b>9,750</b>	<b>7,946</b>	<b>7,051</b>	<b>9,172</b>	<b>8,128</b>	<b>8,025</b>	<b>5,682</b>	<b>1,050</b>	<b>86,640</b>
3rd Party Revenue	15	15	0	15	56	10	50	58	20	10	0	0	249
Marketing Commissions	0	0	1,984	0	0	776	0	0	904	0	0	1,944	5,609
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>15</b>	<b>15</b>	<b>1,984</b>	<b>15</b>	<b>56</b>	<b>786</b>	<b>50</b>	<b>58</b>	<b>924</b>	<b>10</b>	<b>0</b>	<b>1,944</b>	<b>5,858</b>
Digital Products	(141,059)	(13,900)	(96,550)	(8,723)	(28,786)	(137,561)	(4,408)	(131,913)	(8,092)	(49,230)	(77,938)	(21,321)	(719,480)
Non-Commissionable Sales	0	(5)	(10)	(12)	(18)	(5)	(26)	(33)	(12)	(10)	0	0	(129)
Uncollected Sales	(3,373)	(513)	(3,353)	(607)	(1,285)	(3,034)	(1,048)	(3,156)	(570)	(1,718)	(2,162)	(709)	(21,527)
<b>TOTAL ADJUSTMENTS</b>	<b>(144,432)</b>	<b>(14,418)</b>	<b>(99,912)</b>	<b>(9,342)</b>	<b>(30,089)</b>	<b>(140,600)</b>	<b>(5,483)</b>	<b>(135,102)</b>	<b>(8,673)</b>	<b>(50,957)</b>	<b>(80,100)</b>	<b>(22,030)</b>	<b>(741,137)</b>
<b>GROSS SALES:</b>	<b>205,582</b>	<b>12,829</b>	<b>187,499</b>	<b>8,467</b>	<b>74,474</b>	<b>207,965</b>	<b>4,060</b>	<b>189,098</b>	<b>11,909</b>	<b>95,982</b>	<b>78,162</b>	<b>48,552</b>	<b>1,124,577</b>



## Appendix B University Bookstore Sales Figures

### 4. Troy University – Montgomery Campus Bookstore Sales Report, August 2023 – July 2024



#### Troy University - Montgomery #0094 Summary of Gross Sales by Merchandise Category August 2023 - July 2024

	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	TOTALS
Digital Products	176,919	16,831	187,780	8,999	44,446	196,934	5,297	187,842	14,836	56,930	118,840	2,984	1,018,638
New Textbooks	183,778	34,713	52,463	10,236	51,723	131,915	(3,582)	89,718	(2,764)	25,053	32,093	3,998	609,346
Textbook Rentals	38,500	2,093	27,179	999	8,998	30,959	339	32,372	773	12,610	13,295	(1,514)	166,605
Trade Books	127	2,425	62	27	38	375	67	124	30	7	98	0	3,380
Used Textbooks	38,616	1,611	30,581	106	21,727	19,002	(18)	42,388	483	16,012	17,741	741	188,989
<b>TOTAL BOOK MERCHANDISE</b>	<b>437,941</b>	<b>57,673</b>	<b>298,065</b>	<b>20,367</b>	<b>126,932</b>	<b>379,185</b>	<b>2,103</b>	<b>352,444</b>	<b>13,359</b>	<b>110,613</b>	<b>182,066</b>	<b>6,210</b>	<b>1,986,957</b>
Cafe & Convenience	3,422	4,525	4,657	3,869	2,752	1,796	2,662	2,912	2,647	2,025	1,620	1,244	34,131
Computer Products	21	160	18	11	17	0	4	0	23	31	0	0	284
Emblematic Clothing & Gifts	1,784	1,795	1,578	964	2,553	905	1,718	967	706	1,415	858	515	15,761
Other	(92)	415	494	1,624	3,045	202	543	2,840	1,926	2,272	503	1,221	14,994
School Supplies	486	204	257	73	80	494	156	363	46	32	242	99	2,532
<b>TOTAL GENERAL MERCHANDISE</b>	<b>5,621</b>	<b>7,098</b>	<b>7,004</b>	<b>6,542</b>	<b>8,447</b>	<b>3,397</b>	<b>5,083</b>	<b>7,082</b>	<b>5,348</b>	<b>5,775</b>	<b>3,223</b>	<b>3,079</b>	<b>67,700</b>
3rd Party Revenue	0	0	0	0	1,532	0	0	0	0	55	0	0	1,588
Marketing Commissions	0	0	2,533	0	0	1,245	0	0	1,226	0	0	1,268	6,271
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>0</b>	<b>0</b>	<b>2,533</b>	<b>0</b>	<b>1,532</b>	<b>1,245</b>	<b>0</b>	<b>0</b>	<b>1,226</b>	<b>55</b>	<b>0</b>	<b>1,268</b>	<b>7,859</b>
Digital Products	(176,919)	(16,831)	(187,780)	(8,999)	(44,446)	(196,934)	(5,297)	(187,842)	(14,836)	(56,930)	(118,840)	(2,984)	(1,018,638)
Non-Commissionable Sales	(30)	(2,461)	(51)	(137)	(40)	0	0	(182)	(61)	(4)	(60)	0	(3,025)
Uncollected Sales	(4,400)	(1,072)	(3,401)	(929)	(1,350)	(3,998)	(680)	(3,828)	(646)	(1,458)	(3,017)	(248)	(25,027)
<b>TOTAL ADJUSTMENTS</b>	<b>(181,350)</b>	<b>(20,363)</b>	<b>(191,233)</b>	<b>(10,064)</b>	<b>(45,836)</b>	<b>(200,932)</b>	<b>(5,977)</b>	<b>(191,852)</b>	<b>(15,543)</b>	<b>(58,392)</b>	<b>(121,916)</b>	<b>(3,232)</b>	<b>(1,046,690)</b>
<b>GROSS SALES:</b>	<b>262,212</b>	<b>44,408</b>	<b>116,370</b>	<b>16,844</b>	<b>91,076</b>	<b>182,894</b>	<b>1,210</b>	<b>167,674</b>	<b>4,390</b>	<b>58,052</b>	<b>63,373</b>	<b>7,324</b>	<b>1,015,826</b>

## Appendix B University Bookstore Sales Figures

5. Troy University – Phenix City Campus Bookstore Sales Report, August 2020 – July 2021



### Troy University - Phenix City #0095 Summary of Gross Sales by Merchandise Category August 2020 - July 2021

	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	TOTALS
Digital Products	11,604	1,460	1,201	207	280	9,060	160	599	0	2,509	124	329	27,533
New Textbooks	151,599	8,960	25,506	325	5,581	122,072	3,342	16,923	352	55,431	4,579	4,977	399,647
Textbook Rentals	17,455	1,500	1,713	(42)	548	15,527	364	1,285	180	5,072	393	314	44,308
Trade Books	19	14	230	160	303	(291)	0	0	0	6	0	0	441
Used Textbooks	17,531	(587)	2,887	0	2,013	15,726	41	1,314	167	8,176	(85)	137	47,321
<b>TOTAL BOOK MERCHANDISE</b>	<b>198,208</b>	<b>11,347</b>	<b>31,536</b>	<b>650</b>	<b>8,726</b>	<b>162,093</b>	<b>3,907</b>	<b>20,121</b>	<b>699</b>	<b>71,194</b>	<b>5,011</b>	<b>5,757</b>	<b>519,249</b>
Cafe & Convenience	302	214	234	116	86	457	465	516	537	389	479	405	4,201
Computer Products	260	70	1,354	40	20	578	5	530	58	337	289	229	3,770
Emblematic Clothing & Gifts	783	1,061	535	411	1,077	1,377	792	850	903	1,453	1,085	866	11,195
Other	260	42	40	101	866	1,114	175	985	912	1,056	1,828	905	8,282
School Supplies	8,047	1,966	1,236	340	251	6,907	430	1,259	8,177	7,022	1,088	938	37,661
<b>TOTAL GENERAL MERCHANDISE</b>	<b>9,652</b>	<b>3,353</b>	<b>3,399</b>	<b>1,007</b>	<b>2,300</b>	<b>10,433</b>	<b>1,867</b>	<b>4,140</b>	<b>10,587</b>	<b>10,257</b>	<b>4,770</b>	<b>3,342</b>	<b>65,108</b>
3rd Party Revenue	320	20	640	10	0	6,118	190	1,260	40	730	270	0	9,597
Marketing Commissions	0	0	2,582	0	0	1,177	0	0	1,738	0	0	239	5,736
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>320</b>	<b>20</b>	<b>3,222</b>	<b>10</b>	<b>0</b>	<b>7,296</b>	<b>190</b>	<b>1,260</b>	<b>1,778</b>	<b>730</b>	<b>270</b>	<b>239</b>	<b>15,334</b>
Digital Products	(11,604)	(1,460)	(1,201)	(207)	(280)	(9,060)	(160)	(599)	0	(2,509)	(124)	(329)	(27,533)
Non-Commissionable Sales	(472)	0	0	0	(117)	(57)	(9)	(32)	(42)	0	(30)	(15)	(774)
Uncollected Sales	(676)	(875)	(148)	(271)	(74)	(246)	(169)	707	(66)	(234)	(207)	(71)	(2,331)
<b>TOTAL ADJUSTMENTS</b>	<b>(12,753)</b>	<b>(2,336)</b>	<b>(1,349)</b>	<b>(478)</b>	<b>(471)</b>	<b>(9,363)</b>	<b>(338)</b>	<b>77</b>	<b>(108)</b>	<b>(2,743)</b>	<b>(362)</b>	<b>(414)</b>	<b>(30,638)</b>
<b>GROSS SALES:</b>	<b>195,427</b>	<b>12,384</b>	<b>36,808</b>	<b>1,190</b>	<b>10,554</b>	<b>170,459</b>	<b>5,627</b>	<b>25,598</b>	<b>12,956</b>	<b>79,438</b>	<b>9,689</b>	<b>8,925</b>	<b>569,054</b>

## Appendix B University Bookstore Sales Figures

### 5. Troy University – Phenix City Campus Bookstore Sales Report, August 2021 – July 2022



#### Troy University - Phenix City #0095 Summary of Gross Sales by Merchandise Category August 2021 - July 2022

	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	TOTALS
Digital Products	60,708	12,383	5,591	270	887	67,625	4,338	4,369	229	25,093	5,988	50	187,532
New Textbooks	48,823	12,826	5,022	31	2,673	52,595	3,838	5,955	887	21,275	6,164	0	160,088
Textbook Rentals	10,441	3,417	1,054	68	472	9,377	595	681	41	3,024	332	132	29,633
Trade Books	7	0	0	0	0	302	185	0	0	8	0	0	502
Used Textbooks	10,409	1,704	1,672	92	1,298	11,810	340	864	43	8,441	2,356	905	39,934
<b>TOTAL BOOK MERCHANDISE</b>	<b>130,387</b>	<b>30,329</b>	<b>13,339</b>	<b>460</b>	<b>5,330</b>	<b>141,710</b>	<b>9,296</b>	<b>11,869</b>	<b>1,200</b>	<b>57,840</b>	<b>14,841</b>	<b>1,087</b>	<b>417,688</b>
Cafe & Convenience	528	1,243	1,092	764	686	741	806	919	698	512	492	0	8,480
Computer Products	440	127	644	30	172	522	160	263	278	91	15	0	2,741
Emblematic Clothing & Gifts	1,137	882	695	522	1,087	1,083	795	603	595	860	870	0	9,129
Other	142	316	184	376	1,374	601	25	183	911	1,684	964	0	6,759
School Supplies	11,096	7,906	813	60	206	11,703	575	641	177	2,466	900	0	36,542
<b>TOTAL GENERAL MERCHANDISE</b>	<b>13,343</b>	<b>10,473</b>	<b>3,427</b>	<b>1,751</b>	<b>3,526</b>	<b>14,650</b>	<b>2,361</b>	<b>2,609</b>	<b>2,658</b>	<b>5,613</b>	<b>3,242</b>	<b>0</b>	<b>63,652</b>
3rd Party Revenue	3,979	1,090	850	0	30	1,569	270	120	0	680	110	0	8,698
Marketing Commissions	0	0	819	0	0	650	0	0	2,250	0	0	0	3,718
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>3,979</b>	<b>1,090</b>	<b>1,668</b>	<b>0</b>	<b>30</b>	<b>2,219</b>	<b>270</b>	<b>120</b>	<b>2,250</b>	<b>680</b>	<b>110</b>	<b>0</b>	<b>12,416</b>
Digital Products	(60,708)	(12,383)	(5,591)	(270)	(887)	(67,625)	(4,338)	(4,369)	(229)	(25,093)	(5,988)	(50)	(187,532)
Non-Commissionable Sales	(85)	0	0	0	0	(10)	(61)	0	(8)	(43)	0	0	(208)
Uncollected Sales	(318)	(195)	(134)	(85)	(126)	(358)	(468)	(90)	(60)	(103)	(131)	(134)	(2,201)
<b>TOTAL ADJUSTMENTS</b>	<b>(61,111)</b>	<b>(12,578)</b>	<b>(5,725)</b>	<b>(355)</b>	<b>(1,013)</b>	<b>(67,993)</b>	<b>(4,867)</b>	<b>(4,459)</b>	<b>(297)</b>	<b>(25,239)</b>	<b>(6,119)</b>	<b>(184)</b>	<b>(189,940)</b>
<b>GROSS SALES:</b>	<b>86,597</b>	<b>29,314</b>	<b>12,710</b>	<b>1,857</b>	<b>7,872</b>	<b>90,585</b>	<b>7,060</b>	<b>10,139</b>	<b>5,811</b>	<b>38,894</b>	<b>12,073</b>	<b>903</b>	<b>303,815</b>

NOTE: The on-campus Phenix City Bookstore operations ceased 6/28/22, when the building the bookstore was in was sold on this date. The course material needs of the Phenix City students shifted to the Montgomery Campus bookstore at that time and continues to be the bookstore for the Phenix City students.

## Appendix B University Bookstore Sales Figures

6. Troy University – Troy Campus Bookstore Sales Report, August 2020 – July 2021



### Troy University #0096 Summary of Gross Sales by Merchandise Category August 2020 - July 2021

	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	TOTALS
Digital Products	17,729	1,871	1,864	417	813	17,703	1,147	1,250	0	641	356	2,021	45,813
New Textbooks	539,490	52,692	14,581	5,713	48,103	410,855	18,648	9,080	2,276	24,264	6,699	26,910	1,159,311
Textbook Rentals	121,248	8,322	2,654	(506)	20,594	109,984	2,364	755	98	1,476	56	3,377	270,421
Trade Books	5,239	3,450	855	502	1,381	72	1,004	701	763	1,003	1,673	941	17,584
Used Textbooks	89,167	2,589	1,109	(6,395)	63,025	12,840	(183)	(829)	22	25,228	(238)	3,817	190,152
<b>TOTAL BOOK MERCHANDISE</b>	<b>772,872</b>	<b>68,924</b>	<b>21,063</b>	<b>(269)</b>	<b>133,917</b>	<b>551,455</b>	<b>22,980</b>	<b>10,957</b>	<b>3,158</b>	<b>52,613</b>	<b>8,546</b>	<b>37,066</b>	<b>1,683,280</b>
Cafe & Convenience	9,845	12,954	12,491	8,847	2,964	10,612	10,688	13,213	13,860	5,902	11,595	7,199	120,170
Computer Products	2,206	1,232	1,168	287	703	1,065	336	545	371	229	611	214	8,968
Emblematic Clothing & Gifts	42,281	36,914	58,509	31,315	47,747	25,973	21,281	33,584	21,768	19,838	53,178	28,852	421,239
Other	9,080	37,994	13,389	5,086	37,794	6,867	16,830	17,991	24,073	7,450	17,920	4,942	199,415
School Supplies	12,809	6,795	4,845	1,977	1,865	7,407	3,706	3,177	2,054	1,651	1,083	1,095	48,465
<b>TOTAL GENERAL MERCHANDISE</b>	<b>76,220</b>	<b>95,889</b>	<b>90,402</b>	<b>47,512</b>	<b>91,074</b>	<b>51,924</b>	<b>52,842</b>	<b>68,510</b>	<b>62,125</b>	<b>35,070</b>	<b>84,387</b>	<b>42,302</b>	<b>798,257</b>
3rd Party Revenue	872	472	379	(4,156)	428	320	597	636	245	187	359	586	926
Marketing Commissions	0	(370)	3,703	0	0	1,758	(401)	0	1,999	0	0	1,045	7,735
Ring/Announcements Commissions	640	205	353	410	345	420	0	303	1,026	410	205	279	4,595
<b>TOTAL OTHER REVENUE</b>	<b>1,512</b>	<b>307</b>	<b>4,435</b>	<b>(3,746)</b>	<b>773</b>	<b>2,498</b>	<b>197</b>	<b>939</b>	<b>3,270</b>	<b>597</b>	<b>564</b>	<b>1,910</b>	<b>13,255</b>
Digital Products	(17,729)	(1,871)	(1,864)	(417)	(813)	(17,703)	(1,147)	(1,250)	0	(641)	(356)	(2,021)	(45,813)
Miscellaneous Adjustments	(1,116)	(3,640)	(1,620)	(2,212)	(6,080)	(2,794)	(4,326)	(4,165)	(1,582)	(345)	(543)	(465)	(28,888)
Non-Commissionable Sales	(6,395)	(6,533)	(5,329)	(3,450)	(5,430)	(1,198)	(1,905)	(2,847)	(1,022)	(994)	(1,167)	(244)	(36,514)
Uncollected Sales	(7,252)	(4,434)	(2,035)	(2,040)	(2,727)	(5,209)	(3,062)	(1,740)	(1,650)	(1,766)	(1,411)	(1,779)	(35,105)
<b>TOTAL ADJUSTMENTS</b>	<b>(32,492)</b>	<b>(16,478)</b>	<b>(10,847)</b>	<b>(8,119)</b>	<b>(15,051)</b>	<b>(26,905)</b>	<b>(10,440)</b>	<b>(10,003)</b>	<b>(4,254)</b>	<b>(3,745)</b>	<b>(3,476)</b>	<b>(4,509)</b>	<b>(146,320)</b>
<b>GROSS SALES:</b>	<b>818,112</b>	<b>148,641</b>	<b>105,053</b>	<b>35,378</b>	<b>210,712</b>	<b>578,971</b>	<b>65,578</b>	<b>70,403</b>	<b>64,299</b>	<b>84,534</b>	<b>90,021</b>	<b>76,769</b>	<b>2,348,472</b>



## Appendix B University Bookstore Sales Figures

6. Troy University – Troy Campus Bookstore Sales Report, August 2021 – July 2022



### Troy University #0096 Summary of Gross Sales by Merchandise Category August 2021 - July 2022

	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	TOTALS
Digital Products	230,862	24,411	7,662	2,771	6,619	202,207	27,209	5,696	2,048	3,074	17,945	8,215	538,721
New Textbooks	333,797	21,242	7,036	1,567	6,066	247,133	15,288	7,784	4,735	4,655	11,094	6,877	667,271
Textbook Rentals	107,867	5,221	1,469	(150)	3,301	119,093	3,881	(160)	58	2,173	(162)	1,650	244,241
Trade Books	2,591	6,408	1,730	1,146	3,950	6,452	5,177	3,263	2,414	2,342	5,260	1,544	42,278
Used Textbooks	45,205	(140)	274	18	24,143	32,375	969	(541)	(433)	20,139	2,100	2,639	126,749
<b>TOTAL BOOK MERCHANDISE</b>	<b>720,323</b>	<b>57,143</b>	<b>18,171</b>	<b>5,351</b>	<b>44,078</b>	<b>607,261</b>	<b>52,524</b>	<b>16,042</b>	<b>8,821</b>	<b>32,383</b>	<b>36,237</b>	<b>20,925</b>	<b>1,619,259</b>
Cafe & Convenience	18,820	25,210	18,737	14,755	11,640	9,991	17,390	13,302	12,719	6,809	17,825	6,278	173,477
Computer Products	1,681	1,969	944	783	723	753	1,253	1,880	551	175	804	225	11,742
Emblematic Clothing & Gifts	53,568	72,078	63,644	83,107	50,465	22,782	35,649	33,973	30,136	27,679	63,668	46,273	583,023
Other	33,769	6,230	16,277	23,422	16,272	5,905	13,889	18,590	19,610	27,116	5,330	20,388	206,797
School Supplies	10,581	9,070	4,133	2,294	2,865	5,819	4,263	3,742	2,138	1,980	2,403	1,036	50,325
<b>TOTAL GENERAL MERCHANDISE</b>	<b>118,418</b>	<b>114,557</b>	<b>103,736</b>	<b>124,361</b>	<b>81,966</b>	<b>45,251</b>	<b>72,444</b>	<b>71,488</b>	<b>65,155</b>	<b>63,760</b>	<b>90,030</b>	<b>74,201</b>	<b>1,025,365</b>
3rd Party Revenue	610	503	286	282	543	540	41	(4,689)	693	187	372	2,495	1,862
Marketing Commissions	0	0	3,649	0	0	1,702	0	0	5,028	0	0	2,851	13,230
Ring/Announcements Commissions	75	75	930	360	556	428	202	600	0	0	0	0	3,226
<b>TOTAL OTHER REVENUE</b>	<b>685</b>	<b>578</b>	<b>4,864</b>	<b>643</b>	<b>1,098</b>	<b>2,670</b>	<b>243</b>	<b>(4,089)</b>	<b>5,722</b>	<b>187</b>	<b>372</b>	<b>5,346</b>	<b>18,319</b>
Digital Products	(230,862)	(24,411)	(7,662)	(2,771)	(6,619)	(202,207)	(27,209)	(5,696)	(2,048)	(3,074)	(17,945)	(8,215)	(538,721)
Miscellaneous Adjustments	(881)	(2,702)	(1,904)	(1,757)	(3,082)	(1,024)	(727)	(959)	(3,455)	(2,697)	(2,227)	(1,995)	(23,410)
Non-Commissionable Sales	(2,346)	(6,251)	(1,269)	(611)	(1,614)	(1,116)	(337)	(2,059)	(625)	(1,682)	(346)	(318)	(18,573)
Uncollected Sales	(6,259)	(5,741)	(4,707)	(3,265)	(2,570)	(6,249)	(11,670)	(6,193)	(2,333)	(1,983)	(2,718)	(622)	(54,311)
<b>TOTAL ADJUSTMENTS</b>	<b>(240,349)</b>	<b>(39,105)</b>	<b>(15,542)</b>	<b>(8,404)</b>	<b>(13,885)</b>	<b>(210,597)</b>	<b>(39,943)</b>	<b>(14,907)</b>	<b>(8,460)</b>	<b>(9,437)</b>	<b>(23,236)</b>	<b>(11,150)</b>	<b>(635,015)</b>
<b>GROSS SALES:</b>	<b>599,077</b>	<b>133,172</b>	<b>111,229</b>	<b>121,951</b>	<b>113,257</b>	<b>444,584</b>	<b>85,269</b>	<b>68,535</b>	<b>71,238</b>	<b>86,892</b>	<b>103,403</b>	<b>89,321</b>	<b>2,027,927</b>

## Appendix B University Bookstore Sales Figures

6. Troy University – Troy Campus Bookstore Sales Report, August 2022 – July 2023



### Troy University #0096 Summary of Gross Sales by Merchandise Category August 2022 - July 2023

	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	TOTALS
Digital Products	227,526	39,564	13,702	1,686	4,594	202,893	23,080	5,400	2,480	5,408	13,374	4,614	544,319
New Textbooks	207,687	48,000	11,752	1,586	7,251	205,705	9,250	8,022	9,462	2,172	9,270	6,179	526,336
Textbook Rentals	93,509	7,936	(41)	(3)	4,250	79,287	2,486	77	105	(92)	910	1,428	189,853
Trade Books	4,733	5,810	1,931	2,031	5,960	(2,731)	2,307	1,641	1,213	1,284	3,938	1,028	29,144
Used Textbooks	45,554	4,820	1,349	378	25,530	41,638	693	341	0	10,969	709	2,171	134,152
<b>TOTAL BOOK MERCHANDISE</b>	<b>579,008</b>	<b>106,130</b>	<b>28,693</b>	<b>5,678</b>	<b>47,585</b>	<b>526,792</b>	<b>37,816</b>	<b>15,481</b>	<b>13,260</b>	<b>19,742</b>	<b>28,201</b>	<b>15,420</b>	<b>1,423,804</b>
Cafe & Convenience	10,949	22,045	15,417	11,219	16,198	7,253	11,450	10,491	10,533	6,192	12,771	4,188	138,706
Computer Products	3,243	861	1,490	1,375	976	1,289	750	2,492	416	692	2,615	438	16,637
Emblematic Clothing & Gifts	53,334	102,898	84,190	80,172	90,654	25,953	32,706	37,697	29,852	28,630	62,172	42,363	670,621
Other	2,857	7,737	5,171	8,762	44,536	3,658	4,797	13,834	21,079	26,790	16,922	23,272	179,417
School Supplies	8,478	7,447	4,446	1,920	4,217	6,281	3,476	2,477	4,327	2,047	1,980	1,136	48,231
<b>TOTAL GENERAL MERCHANDISE</b>	<b>78,861</b>	<b>140,987</b>	<b>110,713</b>	<b>103,447</b>	<b>156,581</b>	<b>44,434</b>	<b>53,180</b>	<b>66,992</b>	<b>66,208</b>	<b>64,351</b>	<b>96,461</b>	<b>71,396</b>	<b>1,053,612</b>
3rd Party Revenue	(1,735)	45	500	4,154	186	(3,528)	60	577	7	180	130	0	575
Marketing Commissions	0	0	3,840	0	0	2,083	0	0	1,760	0	0	3,003	10,686
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>(1,735)</b>	<b>45</b>	<b>4,340</b>	<b>4,154</b>	<b>186</b>	<b>(1,445)</b>	<b>60</b>	<b>577</b>	<b>1,767</b>	<b>180</b>	<b>130</b>	<b>3,003</b>	<b>11,261</b>
Digital Products	(227,526)	(39,564)	(13,702)	(1,686)	(4,594)	(202,893)	(23,080)	(5,400)	(2,480)	(5,408)	(13,374)	(4,614)	(544,319)
Miscellaneous Adjustments	(3,399)	(5,642)	(4,811)	(8,747)	(15,370)	(1,447)	(2,517)	(3,745)	(3,011)	(2,128)	(2,202)	(2,276)	(55,297)
Non-Commissionable Sales	(2,167)	(1,304)	(829)	(1,967)	(2,167)	(125)	(1,171)	(3,873)	(5,438)	(8,587)	(2,592)	(5,757)	(35,975)
Uncollected Sales	(5,518)	(4,764)	(3,627)	(2,435)	(3,569)	(5,479)	(5,572)	(1,731)	(1,618)	(1,889)	(1,739)	(1,396)	(39,338)
<b>TOTAL ADJUSTMENTS</b>	<b>(238,609)</b>	<b>(51,274)</b>	<b>(22,969)</b>	<b>(14,836)</b>	<b>(25,700)</b>	<b>(209,943)</b>	<b>(32,340)</b>	<b>(14,749)</b>	<b>(12,546)</b>	<b>(18,012)</b>	<b>(19,907)</b>	<b>(14,043)</b>	<b>(674,928)</b>
<b>GROSS SALES:</b>	<b>417,524</b>	<b>195,889</b>	<b>120,777</b>	<b>98,443</b>	<b>178,652</b>	<b>359,837</b>	<b>58,716</b>	<b>68,300</b>	<b>68,688</b>	<b>66,260</b>	<b>104,886</b>	<b>75,776</b>	<b>1,813,748</b>

## Appendix B University Bookstore Sales Figures

6. Troy University – Troy Campus Bookstore Sales Report, August 2023 – July 2024



### Troy University #0096 Summary of Gross Sales by Merchandise Category August 2023 - July 2024

	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	TOTALS
Digital Products	246,871	42,965	36,345	1,320	7,230	241,588	14,954	18,274	20,731	2,152	13,674	3	646,108
New Textbooks	222,133	87,923	(14,918)	4,820	7,398	175,939	16,686	7,285	(17,463)	1,433	5,209	20,255	516,700
Textbook Rentals	92,487	13,094	3,437	169	1,898	84,658	2,783	926	900	1,251	(339)	(872)	200,392
Trade Books	1,812	2,604	1,541	1,017	828	1,080	1,997	1,254	1,357	537	2,010	4,548	20,585
Used Textbooks	47,317	3,279	1,043	458	29,494	34,304	1,040	1,812	(439)	17,147	(882)	1,442	136,015
<b>TOTAL BOOK MERCHANDISE</b>	<b>610,620</b>	<b>149,865</b>	<b>27,449</b>	<b>7,784</b>	<b>46,847</b>	<b>537,569</b>	<b>37,461</b>	<b>29,552</b>	<b>5,087</b>	<b>22,519</b>	<b>19,671</b>	<b>25,376</b>	<b>1,519,800</b>
Cafe & Convenience	7,962	17,168	12,172	8,009	5,492	4,297	8,999	7,160	6,223	4,003	11,626	5,238	98,349
Computer Products	4,973	5,156	3,032	1,910	2,786	2,010	369	2,236	375	2,513	2,627	292	28,279
Emblematic Clothing & Gifts	37,835	130,849	66,759	77,701	70,832	19,326	22,489	29,046	27,556	21,656	47,090	29,718	580,858
Other	2,600	2,458	4,598	17,304	40,626	10,592	8,486	23,584	54,232	11,355	16,113	11,479	203,426
School Supplies	8,250	7,472	4,204	1,598	3,352	5,805	3,837	3,907	3,151	2,503	2,231	1,048	47,359
<b>TOTAL GENERAL MERCHANDISE</b>	<b>61,620</b>	<b>163,102</b>	<b>90,766</b>	<b>106,522</b>	<b>123,089</b>	<b>42,030</b>	<b>44,180</b>	<b>65,933</b>	<b>91,537</b>	<b>42,030</b>	<b>79,687</b>	<b>47,775</b>	<b>958,271</b>
3rd Party Revenue	0	0	0	0	108	0	0	0	0	68	0	0	176
Marketing Commissions	0	0	3,956	0	0	2,345	0	0	1,970	0	0	3,801	12,071
Ring/Announcements Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OTHER REVENUE</b>	<b>0</b>	<b>0</b>	<b>3,956</b>	<b>0</b>	<b>108</b>	<b>2,345</b>	<b>0</b>	<b>0</b>	<b>1,970</b>	<b>68</b>	<b>0</b>	<b>3,801</b>	<b>12,247</b>
Digital Products	(246,871)	(42,965)	(36,345)	(1,320)	(7,230)	(241,588)	(14,954)	(18,274)	(20,731)	(2,152)	(13,674)	(3)	(646,108)
Miscellaneous Adjustments	(3,149)	(4,371)	(3,686)	(4,451)	(14,891)	(1,506)	(1,632)	(3,096)	(1,494)	(1,322)	(1,617)	(1,299)	(42,514)
Non-Commissionable Sales	(8,959)	(25,646)	(13,013)	(14,750)	(11,052)	(3,321)	(3,214)	(3,454)	(4,513)	(8,938)	(4,903)	(25,157)	(126,921)
Uncollected Sales	(8,236)	(6,448)	(4,478)	(2,362)	(2,454)	(5,968)	(3,196)	(1,478)	(1,189)	(1,195)	(1,488)	(896)	(39,387)
<b>TOTAL ADJUSTMENTS</b>	<b>(267,215)</b>	<b>(79,430)</b>	<b>(57,522)</b>	<b>(22,884)</b>	<b>(35,627)</b>	<b>(252,384)</b>	<b>(22,996)</b>	<b>(26,302)</b>	<b>(27,927)</b>	<b>(13,607)</b>	<b>(21,682)</b>	<b>(27,355)</b>	<b>(854,930)</b>
<b>GROSS SALES:</b>	<b>405,025</b>	<b>233,537</b>	<b>64,649</b>	<b>91,423</b>	<b>134,417</b>	<b>329,561</b>	<b>58,645</b>	<b>69,182</b>	<b>70,666</b>	<b>51,010</b>	<b>77,677</b>	<b>49,596</b>	<b>1,635,387</b>

## Appendix B University Bookstore Sales Figures

7. Troy University – Troy Campus True Spirit Sales Report, August 2020 – July 2024



### Troy University True Spirit Monthly Gross Sales Summary

<b>Month</b>	<b>Aug 2020 - July 2021</b>	<b>Aug 2021 - July 2022</b>	<b>Aug 2022 - July 2023</b>	<b>Aug 2023 - July 2024</b>
August	\$1,116.45	\$881.31	\$3,399.16	\$3,149.40
September	\$3,639.94	\$2,701.97	\$5,642.36	\$4,371.29
October	\$1,619.51	\$1,904.07	\$4,810.77	\$3,686.11
November	\$2,212.09	\$1,756.63	\$8,747.43	\$4,451.10
December	\$6,080.08	\$3,081.86	\$15,369.84	\$14,890.70
January	\$2,794.22	\$1,024.46	\$1,446.98	\$1,506.00
February	\$4,325.96	\$726.58	\$2,517.19	\$1,631.64
March	\$4,165.04	\$958.57	\$3,745.20	\$3,095.85
April	\$1,582.14	\$3,454.93	\$3,010.54	\$1,493.95
May	\$344.82	\$2,697.49	\$2,128.41	\$1,321.50
June	\$542.54	\$2,227.48	\$2,202.36	\$1,617.36
July	\$464.88	\$1,994.86	\$2,276.46	\$1,299.06
<b>Total Gross Sales</b>	<b>\$28,887.67</b>	<b>\$23,410.21</b>	<b>\$55,296.70</b>	<b>\$42,513.96</b>

**NOTE: December 2022 and 2023 sales were Sunbelt Conference Championship games**



END OF BOOKSTORE MANAGEMENT  
& OPERATION SERVICES RFP

**Troy University Bid Checklist: All items are required to be submitted with the vendor's bid response unless otherwise noted.**

- Troy University Cover Sheet (signed by an authorized company representative)
- Bid response (respond based on instructions provided in specifications)
- W-9 (complete enclosed form or submit vendor file copy)
- Vendor Disclosure (see instructions below: complete enclosed form)
- Affidavit of Alabama Immigration Law Compliance (see instructions below: complete enclosed form)
- Bid Bond, if applicable (see instructions, below)
- Performance Bond (**awarded vendor** only – see instructions below)

**Requirements Defined:**

**BID BONDS:**

Troy University Purchasing Policy provides that all vendors are required to furnish a bid bond on any contracts for services exceeding **\$50,000**. A bid bond is designed to secure a particular bid until it is either rejected or accepted and a contract is made and secured or goods are received. Bid guarantees may be presented in the form of a bid bond, postal money order, certified check, cashier's check or irrevocable letter of credit for no less than 10% of the bid amount. All check guarantees for unsuccessful bidders will be returned in a timely manner.

For the successful bidder, a bid bond remains in effect until the following:

1. A vendor who is providing goods or materials has received an approved Troy University Purchase Order or contract, or
2. A vendor who is providing services has been notified of award. The bid bond for the successful vendor will remain in the possession of the Troy University Purchasing Department until such time as a performance bond can be presented to the University for services under contract.

**VENDOR DISCLOSURE FORMS:**

**State of Alabama Act 2001-955** requires that the Vendor Disclosure statement be completed and filed with all proposals, bids, contracts or grant proposals to the State of Alabama in excess of \$5,000.00. A vendor disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award. **A new vendor disclosure statement is required for each purchase in excess of \$5,000.00 regardless of prior purchases. A current vendor disclosure statement must be on file before invoices can be processed for payment.**

**ALABAMA IMMIGRATION LAWS:**

**Alabama Law (Section 31-13-9 (a) and (b), Code of Alabama, 1975)** - The State of Alabama passed new legislation effective January 1, 2012 known as the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535. This legislation requires anyone receiving state monies to verify that they are in compliance with the new immigration law. State Agencies, including Troy University are required to withhold payment until proper verification has been obtained.

**PERFORMANCE BONDS:**

**Alabama Law (Section 41-16-28, Code of Alabama 1975)** provides that a bond in a responsible sum for faithful performance of the contract, with adequate surety, shall be required in an amount specified in the advertisement for bids. The performance bond shall be set at no less than 10% of the total contractual amount or at a stated amount of no less than the cost of one month's service, whichever is greater. A performance bond must be in effect prior to the first date of service. Upon award of the bid, the successful bidder will be responsible for providing a Performance Bond which should be valid until all work associated with this project has been completed. Performance bonds may be presented in the form of a surety bond (PREFERRED), postal money order, certified check, or cashier's check. The performance bond should be presented to Troy University Purchasing Department before a purchase order is issued. No goods are to be delivered and no work is to begin without an official Troy University purchase order.



must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**By signing the filled-out form**, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5. <sup>2</sup>
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).
- B—The United States or any of its agencies or instrumentalities.
- C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

\* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

\*\* For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.



## **Vendor Disclosure Statement Information and Instructions**

Act 2001-955 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 \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

### **Definitions as Provided in Act 2001-955**

**Family Member of a Public Employee** - The spouse or a dependent of the public employee.

**Family Member of a Public Official** - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

**Family Relationship** - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

**Person** - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

**Public Official and Public Employee** - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

### **Instructions**

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.



# 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 or last fiscal year?

- Yes   
 No

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

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
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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
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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
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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 their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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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.)

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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 \_\_\_\_\_

Notary's Signature \_\_\_\_\_ Date \_\_\_\_\_ Date Notary Expires \_\_\_\_\_

*Act 2001-955 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 \$5,000.*

**AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE**

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the “Act”); CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b), this Affidavit of Alabama Immigration Law Compliance is to be completed and signed by an officer or owner of a contractor or grantee and notarized, as a condition for the award of any contract by Troy University to an employer that employs one or more employees in the State of Alabama and is a recipient of funds from Troy University. Contractors and Grantees are to provide notice to their Subcontractors of their Alabama Immigration Law Compliance obligations.

State of Alabama:

County of \_\_\_\_\_:

Before me, a notary public, personally appeared \_\_\_\_\_ (print name) who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:

As a condition for being a contractor or grantee on a project paid for by contract, grant, or incentive by the State of Alabama, or any political subdivision thereof, or any state-funded entity, I hereby attest that in my capacity as \_\_\_\_\_ (your position) for \_\_\_\_\_ (name of contractor or grantee), said Contractor or Grantee does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, Contractor or Grantee affirms that it is providing notice to its subcontractors of their Alabama Immigration Law Compliance obligations.

I further attest that said Contractor or Grantee is enrolled in the E-Verify program and have affixed below said Contractor or Grantee’s E-Verify Employment Eligibility Verification User Identification Number confirming such program enrollment. I have read this Affidavit and swear and affirm that it is true and correct.

\_\_\_\_\_  
E-Verify Employment Eligibility Verification User Identification Number

\_\_\_\_\_  
Signature of Affiant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.  
I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

\_\_\_\_\_  
Signature and Seal of Notary Public

**To be returned to Troy University**