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**Seattle Parks and Recreation (SPR)**

**Food and Beverage Vending Machine Service**

**Bid Response Packet**

**Contents and Checklist.**

Your Bid Response should include all the following forms and documents to include all items listed in the following order:

☐ Mandatory – RFP - Proposer Questionnaire which includes the non-disclosure information if applicable. (Pages 2-4)

☐ Mandatory – Bid Response Items (Pages 5 -8)

☐ Letter of Interest with minimum qualifications (Instructions on page 5)

☐ Proof of Legal Business Name (Instructions on page 5)

☐ WMBE Status (Instructions on page 5)

☐ Proposal Response Questions (Page 6 – 7)

☐ Financial Proposal Form (Page 8)

**RFP - Proposer Questionnaire**

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| Please have an officer or person eligible to represent this business complete this form. This is your official bid. Submit this RFP - Proposer Questionnaire with your Bid Response is an attestation that the information in this RFP Proposer Questionnaire and within your RFP Bid Response documents are true and valid. Provide prompt notice to Seattle Parks and Recreation (SPR) if, at any time prior to the agreement award, any facts need to be corrected. |

INSTRUCTIONS: **This is a mandatory form**. Submit this form with your Bid Response. Provide information to the extent this information is available. If your Bid Response is incomplete or requires further description, SPR may request additional information within a specified deadline or may determine the missing information is immaterial.

|  |  |  |
| --- | --- | --- |
| **Proposer Information** | | |
| Firm’s Legal Name |  | |
| “Doing Business Name” (dba) if applicable |  | |
| Mailing Address |  | |
| Contact Person and Title |  | |
| Contact Person’s Phone Number |  | |
| Contact Person’s E-Mail Address |  | |
| Identify the City and State of your company headquarters |  | |
| **Billing Contact Person: Identify the person who will submit monthly sales reports and financial records to SPR.** | | |
| Person and Title |  | |
| Person’s Phone Number |  | |
| Person’s E-Mail Address |  | |
| **Proposer’s Registration with City of Seattle** | | |
| Verify your firm is registered into the City’s Online Business Directory ([www.seattle.gov/obd](http://www.seattle.gov/obd)) and that your Taxpayer ID number and WMBE status are accurate. For help, call 206-684-0383. | | Yes  No |
| Physical Nexus - Most companies must hold a Seattle business license (if you have a facility/office in Seattle, conduct sales visits to Seattle, deliver products in your own trucks, or perform on-site work in Seattle). If you fall within that category, will you immediately seek a business license no later than your notice of award and ensure all city taxes are paid current? | | Yes  No |
| **Ownership** | |  |
| Is your firm a sole proprietorship, partnership, corporation, limited liability company, subsidiary, parent, holding company, or affiliate of another firm? If yes, identify type and name of principal: | | Yes  No  Type:  Name: |
| What year was your firm, under the present ownership configuration, founded? | |  |
| How many years has your firm been in continuous operation without interruption? | |  |
| What year did your firm begin providing without interruption the services desired for this contract? | |  |
| **Financial Resources and Responsibility** | | **Specify yes or no.** |
| Within the previous five years has your firm been the debtor in a bankruptcy? | |  |
| Is your firm in negotiations toward being sold? | |  |
| Has your firm been debarred or found non-responsible for contracting with any local, state, or federal governmental agency within the past 5 years? | |  |
| Within the previous five years has a governmental or private entity terminated your firm’s contract prior to contract completion for failed performance? | |  |

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| --- | --- |
| **Social Equity compliance** | **Specify yes or no.** |
| Within the previous ten years has your firm been found to have violated any anti-discrimination laws or regulations, whether they be local, state, or federal? |  |
| Does your firm provide equal access to health care and other benefits that are the same or equivalent to the domestic partners of employees as to spouses of employees, and of their dependents and family members? |  |
| **Involvement by Current and Former City Employees and Organizational Conflicts of Interest** | **Specify yes or no.** |
| Are any of your company’s principals, officers, or employees a current or former City of Seattle employee or volunteer? |  |
| Does any principal, officer or employee of your firm, have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluation of the RFP? |  |
| **Miscellaneous Questions** | **Specify yes or no.** |
| Within the previous five years, has your firm or any of its owners, principals, partners, or officers, been assessed penalties or found to have violated any laws, rules, or regulations of a government entity? This does not include owners of stock in your firm if your firm is a publicly traded corporation. |  |
| Within the past ten years, has any owner, principal, or officer who will perform any of the work for SPR been convicted of a crime? |  |
| If a license is required to perform, within the previous ten years has your firm or any principal, officer or employee who will perform work for SPR had a license suspended or been found to have violated licensing laws? |  |
| Is there any other information SPR should be aware of regarding your financial, criminal, or legal history that has bearing on the Concession Agreement that SPR is considering to award? For example: conviction or civil judgement rendering against the firm for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government contract or subcontract; violation of federal or state antitrust or similar statutes, relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, any present indictment for, or otherwise criminally or civilly charged by a government entity. |  |
| **Business History** | **List or attach.** |
| Provide three organization that you provide food and beverage vending machine services to in the past five years that are similar in size and scope to SPR Food and Vending Machine Services with sufficient detail for SPR to understand the depth and breadth of your experience, with a particular emphasis on contracts with public agencies. SPR may use this to assess your capability and experience of services. Specify the name/contact that can serve as a reference for each. |  |
| **Proposal Expiration** | **Specify yes or no** |
| Proposer(s) understands that offers are valid until SPR awards a Proposer or rejects all offers |  |

**City Non-Disclosure Request**

Washington’s Public Records Act requires that public records must be promptly disclosed by SPR upon request unless a judge rules that the RCW referenced below or another Washington State statute exempts records from disclosure. Exemptions are narrow and explicit and are in Washington State Law (Reference RCW 42.56 and RCW 19.108). It is the responsibility of the Proposer(s) to be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions.

**If you believe any records you are submitting to SPR, as part of your proposal, are exempt from disclosure, you should advise SPR five (5) business days in advance of submitting your proposal.** SPR will review your request and respond prior to the RFP Proposal deadline. To make such a request, you must identify each record or document that you believe is exempt from public disclosure, explain why the exemption(s) may apply an refer to the specific Washington State law that applies.

I do not request any information be withheld.

I request the following specific information be withheld. I understand that all other information will be considered public information. For each statement or item, you intend to withhold, you must fill out every box below. You should not require an entire page withheld; only request the specific portion subject to the exemption.

|  |  |  |
| --- | --- | --- |
| **Document Page:**  Specify the page number on which the material is located within your RFP Proposal package | **Statement:**  Repeat the text you request to be held as confidential or attach a redacted version. | **RCW Exemption:**  Specify the RCW exemption including the subheading |
|  |  |  |
|  |  |  |

For this request to be valid, you must specify the RCW provision or other State or Federal law that designates the documents as exempt from disclosure. Please refer to [Chapter 42.56 of the Revised Code of Washington](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56&full=true) for the exemptions.

**RFP – Bid Response Items**

*Prepare your Bid Response as follows. Use the following order, format, and provide all attachments. Failure to provide all information below on proper forms and in order requested, may cause SPR to reject your response.*

* 1. **Mandatory – RFP-Proposer Questionnaire**

Complete and submit the RFP-Proposer Questionnaire.

* 1. **Mandatory - Letter of Interest and Minimum Qualifications**

Provide a letter of interest expressing why your company is interested in being awarded this agreement and how you achieve each minimum qualification. Lists each minimum qualification, and exactly how you achieve each minimum qualification. Remember that the determination that you have achieved all the minimum qualifications is made from this letter of interest. Maximum length is two (2) pages typed and formatted to letter size (8.5” x 11”) paper.

* 1. **Mandatory - Proof of Legal Business Name (if applicable)**

Provide a certificate or documentation from the Secretary of State in which you are incorporated that shows your company’s legal name. Many companies use a “Doing Business As” name or nickname in daily business; SPR requires the legal name for your company. When preparing all forms below, use the proper company legal name. Your company’s legal name can be verified through the State Corporation Commission in the state in which you were established, which is often located within the Secretary of State’s Office for each state. For the State of Washington, see <http://www.secstate.wa.gov/corps/>

* 1. **Mandatory – WMBE Status**

Indicate if your business is registered as a Women and Minority Owned Business (WMBE) through the City of Seattle or with Washington State. If you are not a WMBE indicate Not Applicable.

* 1. **Mandatory –** **Proposal Response and Financial Proposal Form**

Submit a detailed response to each item in the Proposal Response. Responses submitted need to use the section title (i – Experience, ii – References, etc.) and follow the same order as listed.

**Bid Response Questions**

* + 1. **Experience**

Describe your experience in servicing multiple machines and locations relative to the scale and size of SPR vending needs. Describe your plan and system for stocking, maintaining, and servicing approximately 30 SPR’s locations.

* + 1. **References**

Provide at least three (3) professional references from existing or former clients and three (3) credit references. Please include company name, contact name, address, email, and telephone number for each reference.

* + 1. **Agreement Terms and Conditions:**

Term and condition in the sample contract will apply. Please describe any terms or conditions that you require now for consideration.

* + 1. **Company Identification for Employees and Vehicles**

Describe and include a photo of company identification employees will wear on SPR property. Describe and include photos of any company uniforms and vehicle(s) that will be used to service vending machines.

* + 1. **Vending Machines**

Identify all vending machines to be used in SPR facilities. List the following vending machine specifications:

* Make, model and year manufactured.
* Machine payment types accepted: (cash/coin, credit, other)
* Does this machine meet ADA standards including that all touch points be accessible to wheelchair users?
* LED lighting and displays for energy efficiency?
* Other – List any other unique features of vending machine types.
* Include photos of proposed machines.
  + 1. **Vending Machine Products**

Provide a comprehensive list of all food and vending machine products. Submit one list of all food products and one list for all beverage product on an excel spreadsheet.

**Food Items List**

For each food item provide the following information

* Food item
  + Brand
  + Ounces
  + Price
  + Healthy criteria rating (healthiest or healthier)

**Beverage Items List**

For each beverage item provide the following information:

* + Beverage Item
  + Brand
  + Ounces
  + Price
  + Healthy criteria rating (healthiest or healthier)
    1. **Accounting Statement**

Include a sample of the monthly sales report and annual financial statement that you will submit to SPR.

* + 1. **Refund Process for all payment types**

Describe the refund process on how a customer will receive a refund from your organization for all transactions. Include in the description the following:

* How does customer request a refund?
* How do you refund the customer?
* Timeline for the whole refund process,
* How do you resolve disputes?
  + 1. **Commission to SPR**

Complete, sign and submit the *Financial Bid* Form.

**FINANCIAL BID FORM**

By signing below, you agree that you have thoroughly read all enclosed RFP documents, the sample agreement and referenced ordinances; asked SPR any questions about any of the terms, conditions or responsibilities that were not clear to you; visited the proposed locations; sought legal and financial advice as needed; researched the applicable laws, ordinances, statutes and regulations, and based on your expert experience in the concession business; you make the following firm and irrevocable offer to pay a concession fees as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company name) shall make the following annual (paid monthly) concession fee to SPR: (Write your proposal below):

Percentage fee of adjusted gross sales: \_\_\_\_\_\_\_\_\_\_%

Annual Minimum bid guarantee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**