

CITY OF WHITE HOUSE, TENNESSEE

REQUEST FOR COMPETITIVE SEALED PROPOSALS

COFFEE KIOSK FOR NEW LIBRARY

February 19, 2015

Purpose of Request for Proposal

The City of White House is soliciting proposals from qualified organizations interested in setting-up and running a 520 sq. foot coffee kiosk/shop in the new City Public Library.

Scope of Services

The selected firm will be required to provide services including, but not limited to, the following:

- Normal Coffee Shop Services
- Staffing
- Supplies
- Equipment
- The furnishings of beverage products and snack/pastry foods
- Products offered and cost to patrons
- Cleaning

Awarded Proposal Requirements

1. Must have a business or vending license with the City of White House
2. Must keep a passing grade with the Health Department inspections
3. Must have experience in managing comparably sized operations
4. Any equipment the Library does not have that is essential to the vendor's operation must be provided by the vendor.
5. City shall approve all proposed products for sale in writing.
6. Vendors must honor existing contractual agreements the City holds with current vendors, i.e. Coke products.
7. Vendors must submit negotiated payments on a monthly basis.
8. Receipts must be made available for viewing by the City when necessary.

Insurance Requirement-The Contractor shall provide general liability insurance in the minimum amount of one (\$1,000,000) million and name the City of White House as an Additional Insured. Proof of Workers Compensation insurance (if applicable) will be required as evidenced by a certificate.

Submittal Requirements

Five (5) copies of each firm's proposal shall be submitted to the City of White House no later than 2:00 p.m. on Tuesday, March 31st, 2015 for committee review.

City of White House---Coffee Kiosk for new Public Library
Attention: Derek Watson, Purchasing Specialist
105 College Street
White House, TN 37188

Schedule

Advertisement publication date.....	March 3, 2015
RFCSP Deadline (2:00 p.m. CST).....	March 31, 2015
Committee Meets.....	March 31- May 12, 2015
Submit Recommendation to City Board if applicable...	May 12, 2015
Award Contract by this date, if applicable.....	May 25, 2015
Start Date for Contractor, if applicable.....	June, 2015

RFCSP Evaluations

RFCSP will be evaluated based on the following criteria (not listed in any order of importance):

1. Firm's proven ability with similar projects.
2. Firm's capacity to perform.
3. Product and proposed prices.
4. History and years of experience of the firm.
5. Equipment

Proposals Opening

Proposals shall be opened in a manner that avoids disclosure of contents to competing Proposers during the negotiation. Sealed proposals will be opened during the first evaluation committee meeting.

Final Ranking and Selection

A committee will make a recommendation to possibly negotiate with the responder whose proposal is determined to be the most advantageous to the City, considering the evaluation factors set forth in the RFCSP. Recommended contract awarded, if any, resulting from this RFCSP is subject to the approval of the Board of Mayor and Alderman. In all cases, the City will be the sole judge as to whether a Proposer has or has not satisfactorily met the requirements of this RFCSP. The City reserves the right to accept or reject any Proposal, to accept a Proposal containing variations from these specifications if the Proposal so merits.

Negotiations

The City retains the right to make an award based on initial proposals without negotiations. Negotiations may be conducted with all responsible Proposers.

Discussions: Best and Final Proposer

The Committee reserves the right to recommend a Proposer based upon the Proposer's written proposal, without further discussions. Should the Committee determine that further discussions would be in the best interest of the City; the Committee shall establish procedures and schedules for conducting discussions and will notify qualified Proposers'.

When in the best interest of the City, the Committee may permit qualified Proposers to revise their proposals by submitting “best and final” Proposal. The City shall rely on the information submitted by Proposers in reaching its decision and shall have the right to demand the services as described in the proposals.

Changes in the RFCSP

Any communication from the City to a Proposer will be transmitted simultaneously to all Proposers along with written questions submitted. Any Proposer who fails to recognize or utilize this process of communication will be notified of its violation of the process and may be disqualified. All addenda will be numbered in sequence, dated as of the date of issue, and sent via email, fax, or mail to all Proposers.

Verbal Agreements

No verbal agreement or conversation with any officer, agent or employee of the City, either before or after execution of the Contract, shall affect or modify any of the terms or obligations contained in the Contract. Any such verbal agreement or conversation shall be considered unofficial information and in no way binding upon the City or the Contractor.

Reservation of Rights

The City reserves and holds at its discretion the following rights and options:

- a. Issue addenda to the Request For Competitive Sealed Proposal, including extending or otherwise revising the timeline for submittals;
- b. Withdraw the Request for Competitive Sealed Proposals;
- c. Request clarification and/or additional information from the Proposer at any point in the procurement process;
- d. Execute a Contract with Proposer, on the sole basis of the original proposal or any additions to the proposal submission;
- e. Reject any or all Proposals, waive irregularities in any Proposal, accept or reject all or any part of any Proposal, waive any requirements of the Request, as may be deemed to be in the best interest of the City; and
- f. Reissue or modify the Request for Competitive Sealed Proposals.

In order to be considered for selection, responses must be received on or before the date and time specified. Firms mailing responses should allow normal mail delivery time to ensure timely receipt by the City. Proposals received after the stated time shall not be considered. No fax or email transmittals will be accepted.

Disposition of Proposals

All materials submitted in response to this Proposal will become the property of the City of White House. One (1) copy of each proposal shall be retained for official files. It is understood that the proposal will become part of the official file on this matter without

obligation on the part of the City of White House. All Proposals become the property of the City upon submission and will not be returned to the applicant.

Disclosure

Any trade secrets or proprietary information submitted by a vendor in connection with this procurement shall not be subject to public disclosure. However, the vendor must invoke the protection of this section prior to or upon submission of the data or other materials by identifying the specific area or scope of data or other materials to be protected and state the reasons protection is necessary. An all-inclusive statement that the entire proposal is proprietary is not acceptable. A statement that cost proposals are to be protected is not acceptable. There is no expressed or implied obligation for the City of White House to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

CITY OF WHITE HOUSE NONDISCRIMINATION POLICY

It is the policy of the City of White House not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the City of White House does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

COMPANY NAME

DATE

REPRESENTATIVE

TITLE

**CITY OF WHITE HOUSE
105 COLLEGE STREET
WHITE HOUSE, TN 37188
615.672.4350
615.672.2939 FAX**

STATE OF TENNESSEE/CITY OF WHITE HOUSE
COUNTY OF SUMNER/ROBERTSON

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

Company Name

Address

2. That the proposing entity has submitted a proposal to the City of White House for;

Project

3. That the proposing entity employs no less than five (5) employees;
4. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

Affiant

SUBSCRIBED AND SWORN TO before me this ____ day of _____.

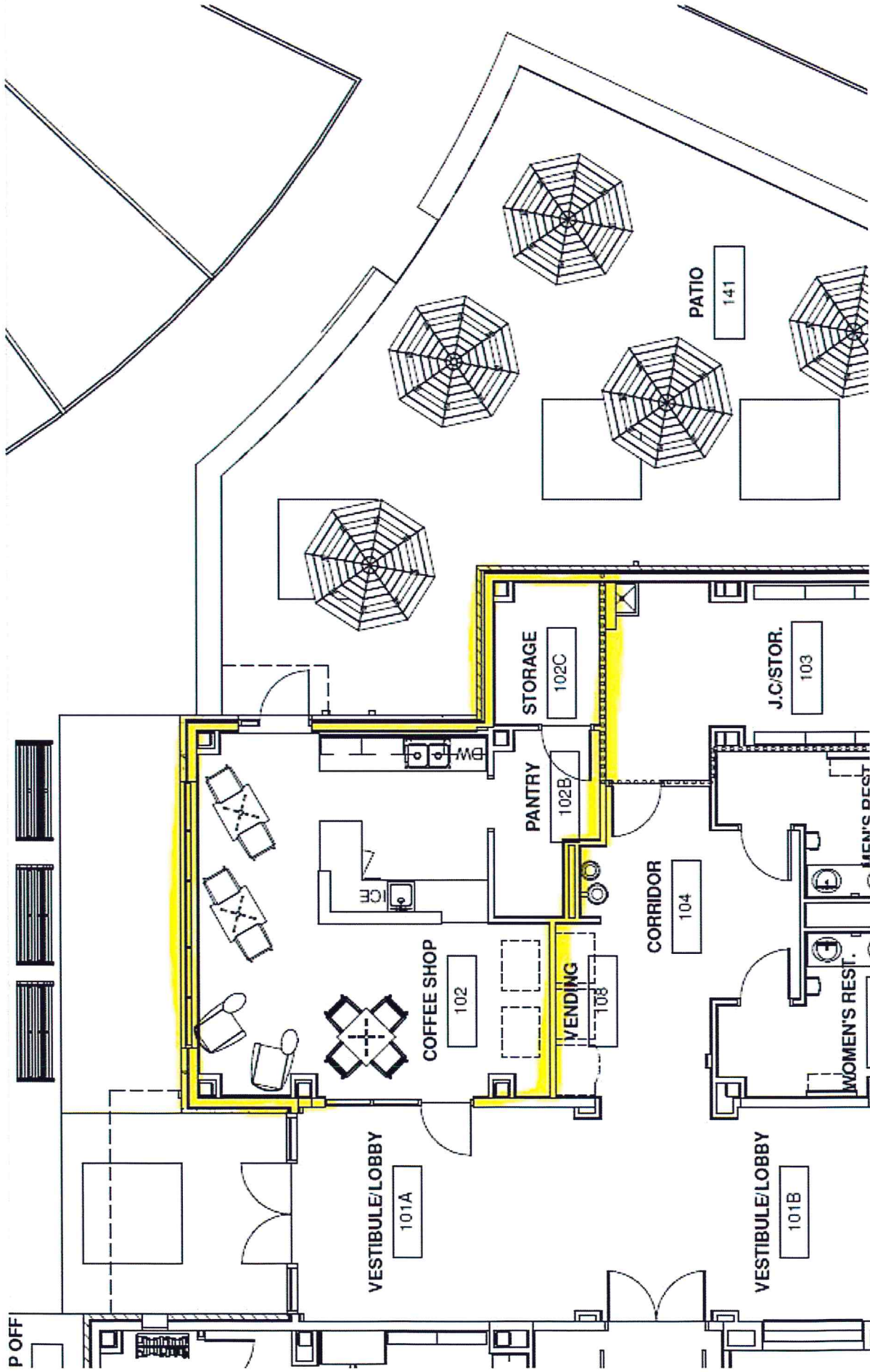
Notary Public

My commission expires:_____

**CITY OF WHITE HOUSE
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www.cityofwhitehouse.com**

DRUG AND ALCOHOL TESTING PROGRAM

Proposers must have a testing program for employees in place that is at least as stringent as the drug and alcohol-testing program of the City of White House, which is attached. Proposers must provide a copy of their drug and alcohol-testing program at the time the proposal is made.



New Public Library



Front View



Back view