

**CITY OF ALEXANDRIA, VIRGINIA
REQUEST FOR PROPOSALS (RFP)
FOR
DINING AND FOOD SERVICE LEASE AND
OPERATIONS**

**AT
4850 MARK CENTER DRIVE
ALEXANDRIA, VIRGINIA**



Issue Date: May 15, 2023

**Proposals Must Be Received Before 4:00 p.m.
July 14, 2023**

The Seal of the City of Alexandria may not be used on any materials in response to this Invitation/Request without written permission from the City's Purchasing Agent, or unless the requirements of this RFP specifically calls for the Seal to be incorporated in the response

Table of Contents

Anticipated Timeline Overview.....	3
Introduction	4
General Overview	4
Purpose/Objective	5
Scope of Services	5
Lease Term	7
Rent	7
Insurance Requirements	7
Questions	8
Minimum Proposal Requirements	8
A. Site Visit	8
B. Submission of Proposal	8
C. Technical Proposal	10
D. Financial Proposal	11
E. Addenda	12
F. General Terms and Conditions	12
G. Food and Dining Lease Agreement	12
H. Lease Execution and Performance	12
Minimum Criteria For Responsibility	12
Selection Advisory Committee and Evaluation Factors	13
Appendix A	14
A. Lease Area	15
B. Kitchen Equipment List	16
Appendix B – Required Submission Forms.....	17

ANTICIPATED TIMELINE OVERVIEW

Listed below are the tentative timeframes for events related to this Request for Proposals (RFP) and the due diligence process. The activities with specific dates must be completed as indicated unless otherwise changed by the City. The City reserves the right to modify any timeframe or deadline in the RFP. If the City finds it necessary to change any of the specific dates and times in the calendar of events listed below or on the RFP, it will do so by issuing an addendum to this RFP.

EVENTS	DATES
RFP Issuance	May 15, 2023
Non-Mandatory Site Visit	June 7, 2023 – 10:00 a.m. EST
Deadline for Receipt of Written Questions	July 7, 2023
Closing Date for Proposal Submissions	July 14, 2023 – 4:00 p.m. EST
Anticipated Award Date	August, 2023

A. INTRODUCTION

The City of Alexandria’s Department of General Services is seeking proposals from experienced and qualified vendors to lease the commercial kitchen within the City-owned property located at 4850 Mark Center Drive, Alexandria, VA 22311 (“Mark Center”) to provide food and dining services for employees, patrons, and the public. Development and management of a kitchen/food incubator that will foster and support innovation and entrepreneurship for local food related businesses in the same space is also desirable.

B. GENERAL OVERVIEW

The City of Alexandria, Virginia (City) is an urban community of 15.75 square miles with a population of approximately 158,000. With its stable residential neighborhoods, its historic districts and its proximity to Washington, D.C., the City continues to attract new residents, tourists, and businesses.

The City-owned building at 4850 Mark Center Drive is a newly renovated 270,000 square foot, ten (10) story, Class B office building built in 2001 that serves as the workplace for over 700 City employees and houses a 6,214 square foot, fully equipped commercial kitchen and dining space with an adjacent outdoor patio.



Exterior of building – 4850 Mark Center Drive

C. PURPOSE/OBJECTIVE

It is the City's desire to lease the commercial kitchen in the Mark Center to an experienced and qualified vendor who is capable of successfully providing food and dining services to City employees, the public, patrons, and visitors to the Mark Center including but not limited to daily breakfast, lunch, snacks, beverages, and grab 'n go food options in an enjoyable setting and cost-effective manner (hereinafter the "Work"). It is desirable but not a requirement that the vendor establish and manage a kitchen/food incubator on the same site allowing this City facility to be used to help foster small business growth, provide economic opportunity for entrepreneurs, and utilize the kitchen facility to its fullest. The vendor will be responsible for providing all labor, including management, supplies, materials, and additional equipment (excluding built-in fixtures) necessary to provide the food and dining services as specified herein.

D. SCOPE OF SERVICES

The selected Proposer shall lease the commercial kitchen and be the primary provider, supplier, and coordinator of the food services at Mark Center and shall provide a standard menu of nutritious, wholesome, heart healthy, and palatable food for employees and the public. The City desires a variety of attractive breakfast and lunch menu items and a variety of snacks, grab 'n go and beverage offerings.

1. Hours of Operation: At a minimum, food and dining services shall be provided daily, Monday through Friday from 7:30 a.m. to 5:00 p.m., except on City observed holidays. It is important that the selected Proposer establish consistent hours of operation and follow a regular schedule for food service. Closure of the food service due to inclement weather is at the discretion of the selected Proposer.
2. Food Service: The leased area for food service includes a commercial kitchen and servery totaling 3,516 square feet (Appendix A- Leased Area). In addition, there is an adjacent dining area not included in the lease totaling 2,698 square feet, as well as an adjacent outdoor patio. At a minimum, food service shall include hot and cold food items for breakfast and lunch daily, along with an assortment of snacks, beverages, and grab 'n go food options throughout the hours of operation, or 5:00 p.m. The selected Proposer will be responsible for obtaining all necessary operating permits and licenses including but not limited to health permits and business licenses.

A proposed menu or menu items and prices should be included with the response to this RFP. The City reserves the right to review and approve the final menu and pricing.

3. Operating Costs: The selected Proposer shall be responsible for all operating costs including but not limited to insurance, labor, supervision, personnel, customer service, management, advertising, signage, equipment, credit/debit machine, inventory, food supplies, first aid kits, smallware, glassware, eating, serving, and cooking utensils, site preparation, janitorial services, and pest control for the occupied area. Occupied area is defined as food preparation, food serving and dining areas and any snack and/or coffee kiosk(s).
4. Janitorial, Cleaning, Trash Removal and Maintenance: The selected Proposer will be responsible for keeping the occupied area as defined above, clean, and sanitary. A regular cleaning schedule must be established and conducted to ensure sanitary, clean, and safe conditions for the kitchen and dining areas. The selected Proposer will be responsible for repair

or replacement of kitchen equipment at no cost to the City. The selected Proposer shall also remove garbage and trash from the food preparation and dining areas. The garbage and trash shall be taken to the building trash pick-up area at the loading dock, and the containers shall be washed out daily. The selected Proposer will be responsible for all daily maintenance and cleaning of kitchen equipment and facilities.

5. Modifications to Existing Kitchen Space: Any modifications or improvements to the kitchen space will be the responsibility of and at the expense of the selected Proposer and will require written approval from the City before modifications and/or improvements occur. The selected Proposer will be responsible for complying with all applicable zoning and building ordinances and obtaining required permits and inspections.
6. Kitchen Equipment: The building including the kitchen and dining area was recently renovated, however the kitchen equipment is original to the building. The operational condition of the equipment needs to be assessed and determined. The City intends to turn over the leased space to the selected Proposer in “as-is” condition. All equipment currently on site is the property of the City and shall remain the property of the City throughout this agreement. The current equipment inventory is shown in Appendix A, Existing Equipment, and the kitchen equipment shall be made available to the selected Proposer for use at no charge. The selected Proposer shall assume responsibility for maintenance, repair, and replacement of all existing City equipment. Maintenance for which the selected Proposer shall be responsible includes but is not limited to cleaning and pumping of grease traps and holding tanks per City ordinance. To the extent that any loss or damage to City-owned equipment and Premises is attributed to the negligent acts or omissions of the selected Proposer, the selected Proposer shall be responsible for the cost of repair or replacement of such equipment or Premises.
7. Utilities: The selected Proposer shall be responsible for the cost of utilities (water, sewer, electricity, and gas, if applicable) for the food and dining operations. The amount for utilities will be negotiated in the lease agreement between the selected Proposer and the City.
8. Licenses and Certifications: The selected Proposer shall meet all required sanitation and safety standards including compliance with all applicable health codes and shall obtain all required certifications, permits and licenses. Certifications, permits and licenses shall be displayed in the occupied area. The selected Proposer shall agree to pay all federal, state and local taxes and other charges arising out of the performance of this lease.
9. Kitchen/Food Incubator: It is desirable but not a requirement that the selected vendor utilize a portion of the space as a kitchen/food incubator. Incubators play a unique and vital role in food and entrepreneurial ecosystems across the country. Shared kitchens are licensed commercial spaces that provide a pathway for food entrepreneurs ranging from chefs, caterers, food truck operators, and bakers, to launch and grow their own businesses. By renting space in a shared kitchen businesses can produce food in compliance with regulatory requirements without the need to invest in their own facility during a stage when capital and cash flow are a challenge.
10. Catering Services: Although this RFP is principally a lease for the provision of food and dining services, there is an opportunity to provide catering services to the individual employees and programs within the building. If the selected Proposer is able to provide catering services in the building, all catering services shall be arranged and coordinated with the employee(s)

requesting such services including payment, scheduling, quality control, removal of trash, delivery and pick up of serving containers and utensils, etc.

The selected Proposer also has the opportunity to utilize the kitchen during non-business hours to provide catering services to outside entities. The selected Proposer is fully responsible for abiding by the terms of the lease while working in the building during non-business hours.

E. LEASE TERM

If award is made, the City will issue a lease for an initial period of five (5) years, with one potential renewal option for a term of five (5) years. The renewal option shall be conditioned upon the Lessee being in full performance of its obligations and subject to approval of the City Council. In considering the renewal option, the City will analyze and review the operation of the kitchen, servery and dining area under the terms described herein to determine if additions or modifications to the terms of the lease are necessary, including, but not limited to, recalculation of the monthly rent. The lease period shall commence on the date agreed upon by both parties and shall not exceed a total of ten (10) years (initial term and possible renewal option).

F. RENT

The leased area for food services includes a commercial kitchen and servery totaling 3,516 square feet (Appendix A – Lease Area). In addition, there is an adjacent dining area totaling 2,698 square feet and an adjacent outdoor patio both of which are not included in the lease but shall be maintained by the selected Proposer.

The Proposer shall provide the monthly fee which they propose to pay to the City of Alexandria, stated as a flat fee, a percentage of gross receipts or a combination thereof. If a percentage of gross receipts is used as all or part of the proposal, an estimate of gross annual sales should be included.

G. INSURANCE REQUIREMENTS

The selected Proposer must be able to procure and maintain the following insurance:

1. Worker's Compensation Insurance

At a minimum, the selected Proposer shall carry the Statutory Limits of Workers' Compensation Insurance required under the laws of the Commonwealth of Virginia, and Employer's Liability Insurance with limits of at least \$500,000 per accident for Bodily Injury by Accident and \$500,000 policy limit/\$500,000 each employee for Bodily Injury by Disease.

2. Commercial General Liability Insurance

The selected Proposer shall purchase and maintain during the life of this lease the following Commercial General Liability insurance coverage to include all Subcontractors with limits no less than:

1. \$2,000,000.00 Annual Aggregate
2. \$1,000,000.00 Per Occurrence

3. \$1,000,000.00 Products and Completed Operations
4. \$1,000,000.00 Personal and Advertising Injury

The selected Proposer shall provide the City with certificates detailing such insurance as outlined above prior to beginning any work under this project. Such certificates shall provide thirty (30) days' advance written notice to the City of cancellation, material change, reduction of coverage, or non-renewal. Insurance certificates shall name the City as an additional insured.

H. QUESTIONS

It is the selected Proposer's responsibility to submit questions regarding the RFP to the Department of General Services. To receive a response from the City, all questions regarding the RFP shall be submitted electronically via email in writing and received by the City by **close of business July 7, 2023**. Questions shall be emailed to the attention of Dominique de 'la Bay, Real Estate Specialist at dominique.delabay@alexandriava.gov.

Any submission of questions related to the RFP shall include the reference "**Food and Dining Services Lease**" in the subject line and the name of the person submitting the question(s). Proposers are advised that oral explanations or instructions given by City personnel during the Proposal process or at any time before or after the execution of a lease are not binding on the City. After issuing the RFP, the only information binding to the City is information that is conveyed through a written amendment to the RFP. Written amendments will be issued when additional information is deemed necessary and when the lack of such information may be prejudicial to uninformed prospective Proposers. All amendments shall be signed by Proposers and returned with their Proposal.

I. MINIMUM PROPOSAL REQUIREMENTS

1. **Site Visit: Proposers are urged to attend the Non-Mandatory Site Visit on June 7, 2023, at 10:00 a.m.** to inspect the site where services are to be performed and to satisfy themselves as to all general and local conditions that may affect the cost of performance of the services to the extent such information is reasonably obtainable. In no event will failure to inspect the site constitute grounds for a claim after award of the Lease.
2. **Submission of Proposal: Respondents must submit Proposals electronically.** To reduce printing costs and to facilitate recycling, we request that only electronic proposals in PDF format be submitted prior to the deadline. Electronic proposals should be submitted by attaching a single file with "**Food and Dining Lease – Private and Confidential**" in the subject line of the email and emailed to Dominique de 'la Bay, Real Estate Specialist, General Services at dominiquedelabay@alexandriava.gov.

All proposals must be transmitted via email and received in the City's offices on or before 4:00 p.m. July 14, 2023. All proposals received after 4:00 p.m. July 14, 2023, will be rejected and returned. A screen print of the email receipt will be used by the City as verification of the time received.

3. Proposals should be submitted in accordance with the following instructions:
 - a. Proposal Response shall include the following:
 - i. Technical Proposal
 - a. Transmittal Letter
 - b. Experience and Capacity
 - c. Staff Experience
 - d. Operation and Management Plan
 - e. Community Benefit
 - ii. Financial Proposal
 - a. Financial Sustainability
 - b. Rent Proposal
 - iii. Completed Required Submission Forms
 - a. Form J-1, "Proposer's Reference Sheet"
 - b. Form J-2, "Required Information Form"
 - c. Form J-3, "Certified Statement of Non-Collusion"
 - d. Form J-4, "Disclosures Relating To City Officials and Employees"
 - e. Form J-5, "Equal Employment Opportunity Agreement"
 - f. Form J-6, "Vendor Information Form"
 - g. Form J-7, "W-9"
 - b. Proposals submitted electronically by email must include all completed and signed proposal documents in PDF format and include "Food and Dining Lease" in the subject line of the email.
4. All documents submitted electronically via email shall be in PDF format. If the documents are not in PDF format the City may determine that the Proposer is non-responsive, and the Proposal will be rejected and returned.
5. The right to reject and to re-issue this solicitation for any reason is hereby reserved by the City.
6. It is the Proposer's responsibility to clearly describe the proposed concept plan in response to the RFP. Proposers are cautioned that organization of their response, as well as thoroughness, is critical to the City's evaluation process.
7. By submitting a response to this RFP, the Proposer acknowledges that they have read this RFP, understand it, and agree to be bound by its terms and conditions.
8. Each Proposer responding to the RFP must supply all the documentation required herein. Failure to provide documentation with the Proposer's response may result in the disqualification of the Proposer's proposal.
9. Unauthorized contact with any employee of any agency or department of the City, other than the employee listed above in Section H may result in disqualification from the solicitation process. Any other information of any kind from any other source, or any oral communication, shall be considered unofficial and non-binding on the City. Proposers relying on unofficial information shall do so at their own risk.

10. **Technical Proposal:** The Proposer must include the following information, arranged in the same order, and identified with headings as presented herein. This information will be considered the minimum content of the Technical Proposal:

a. Transmittal Letter

The Proposer shall provide a letter signed by an officer of the Proposer's firm authorized to make a binding commitment to the City without the consent or joiner of any other party or authority. Transmittal Letter should state that the Proposal is valid for 180 days and that, if selected, the Proposer will negotiate in good faith with the City of Alexandria.

b. Experience and Capacity

The Proposer shall include information and documentation describing the extent of its experience and expertise in providing the services sought pursuant to the RFP. The information and documentation shall include, but is not limited to, information that documents the Proposer's qualifications to meet the requirements of the RFP; to produce the required outcomes, including its ability, capacity, skills, and experience in providing the required services; and the Proposer's management structure.

c. Staff Experience

The Proposer shall provide the following information as part of this tab:

1. A list of key personnel proposed to be assigned to perform Work under the lease, including direct supervisors, key technical personnel and staff;
2. Resumes of all proposed key personnel and, if applicable, subcontractors who will be performing the Work under the lease;
3. A narrative that describes the work responsibilities of all key personnel proposed to be assigned to the lease, including the following for each individual: (1) the individual's qualifications, education, and special competencies that will be valuable in performing the work under the lease; (2) the individual's experience on similar contracts; (3) the individual's proposed title, and weekly work schedule; and (4) whether the person is an employee of the Proposer, another firm or organization, or an independent contractor; and the estimated number of hours the individual will contribute to the lease;
4. Copies of relevant certifications or other professional credentials for key personnel;
5. The name of the proposed lessee administrator and a description of their experience with similar contracts, including public sector organizations; and
6. The name of the individual responsible for customer service and problem resolution and a description of their relevant experience.

d. Operations and Management Plan

The Proposer shall provide a description of its overall philosophy and approach for the provision of food and dining services at the Mark Center. The Proposer shall include an operations and management plan that describes the operating policies and procedures for managing and operating the food and dining services at Mark Center, including approaches related to the labor supplier and management, security, customer service, training programs offered to staff, risk management, employee management, and administrative policies and procedures.

e. Community Benefits

The Proposer shall provide a description of the types of community benefits that will be created from the Proposer's provision of food and dining services at the Mark Center.

11. **Financial Proposal:** The Proposer must submit the following information, arranged in the same order, and identified with headings as presented herein. This information will be considered the minimum content of the Financial Proposal.

a. Financial Sustainability

The Proposer shall provide, to the extent available, the following financial documents:

- Balance Sheets for the previous three (3) years;
- Income Statements for the previous three (3) years;
- Statements of Cash Flows for the previous three (3) years;
- Statements of changes in stockholder's equity for the previous three (3) years;
- Notes to Financial Statements;
- Corporate/partnership Federal income tax returns for the last completed fiscal year; and
- Credit history letter(s) from financial institution(s); and most recent quarterly financial statement.

b. Rent Proposal

The Proposer shall provide the proposed rent structure including base rent, any rent abatement, and annual rate increases, utilities, and terms as described in Section F – Rent..

c. Required Forms

Proposers shall submit all completed forms required by this solicitation including but not limited to:

- Required forms included in Appendix B: J-1 through J-5 and J-6 through J-8 as applicable; and
- Any licensing or certificates required.

12. Addenda: Proposers are reminded that changes to the Request for Proposal (RFP), in the form of addenda, are often issued between the issue date and within three (3) days before the closing of the solicitation. All addenda MUST be signed and submitted electronically via email to the Department of General Services at dominique.delabay@alexandriava.gov in PDF format before the time and date of the closing of the solicitation or must accompany the Proposal. Notice of addenda will be posted as soon as they become finalized by the Department of General Services.

13. General Terms and Conditions

- a. This Request for Proposals does not commit the City to enter into an agreement, pay any costs incurred in the preparation of a proposal in response to this request, or in subsequent exclusive negotiations, or procure or contract for the project.
- b. Final approval of a proposal shall be in compliance with all applicable City, state and federal laws and regulations.
- c. At any time prior to the specified time and date set for the proposal's submission, a Proposer, or their designated representative, may withdraw a proposal.

14. The City reserves the right to:

1. Reject any or all Proposals;
2. Re-issue, amend, and/or terminate this Request for Proposals;
3. Extend the time frame for submission of Proposals by notification to all parties who have registered an interest in the Request for Proposals with the City of Alexandria;
4. Request supplemental information from any and all Proposers.

15. Food and Dining Lease Agreement

The selected Proposer will enter into a Lease agreement with the City prior to the start of operation.

16. Lease Execution and Performance

Service shall be available on the date set by the City and the selected Proposer after all approvals have been obtained and the agreement is fully executed. Should the selected Proposer fail to commence work at the agreed upon time, the City, upon five (5) days' written notice to the awarded contractor, reserves the right to terminate the agreement and award the contract to the next highest Proposer.

J. MINIMUM CRITERIA FOR RESPONSIBILITY

The City shall use the following minimum criteria to determine the responsibility of a Proposer:

1. The Proposer must demonstrate in its Proposal and any subsequent discussions with the City that it has a clear understanding of the City's needs and proposed approach to the Work as set forth in the RFP;
2. The Proposer must possess the ability, experience, capacity, skill, and financial resources to perform the Work and fulfill the requirements under a resulting lease on a timely basis;
3. The Proposer must have performed satisfactorily in previous contracts of similar size and scope;
4. The Proposer, its employees and its independent contractors are properly licensed under applicable federal, state, and local laws;
5. The qualifications, technical experience and availability of the personnel who will be assigned to the lease demonstrating the expertise required for this project; and
6. The selected Proposer must possess a demonstrated knowledge of all federal, state and City laws, codes and regulations relating to or applicable to the scope of work set forth in this solicitation.

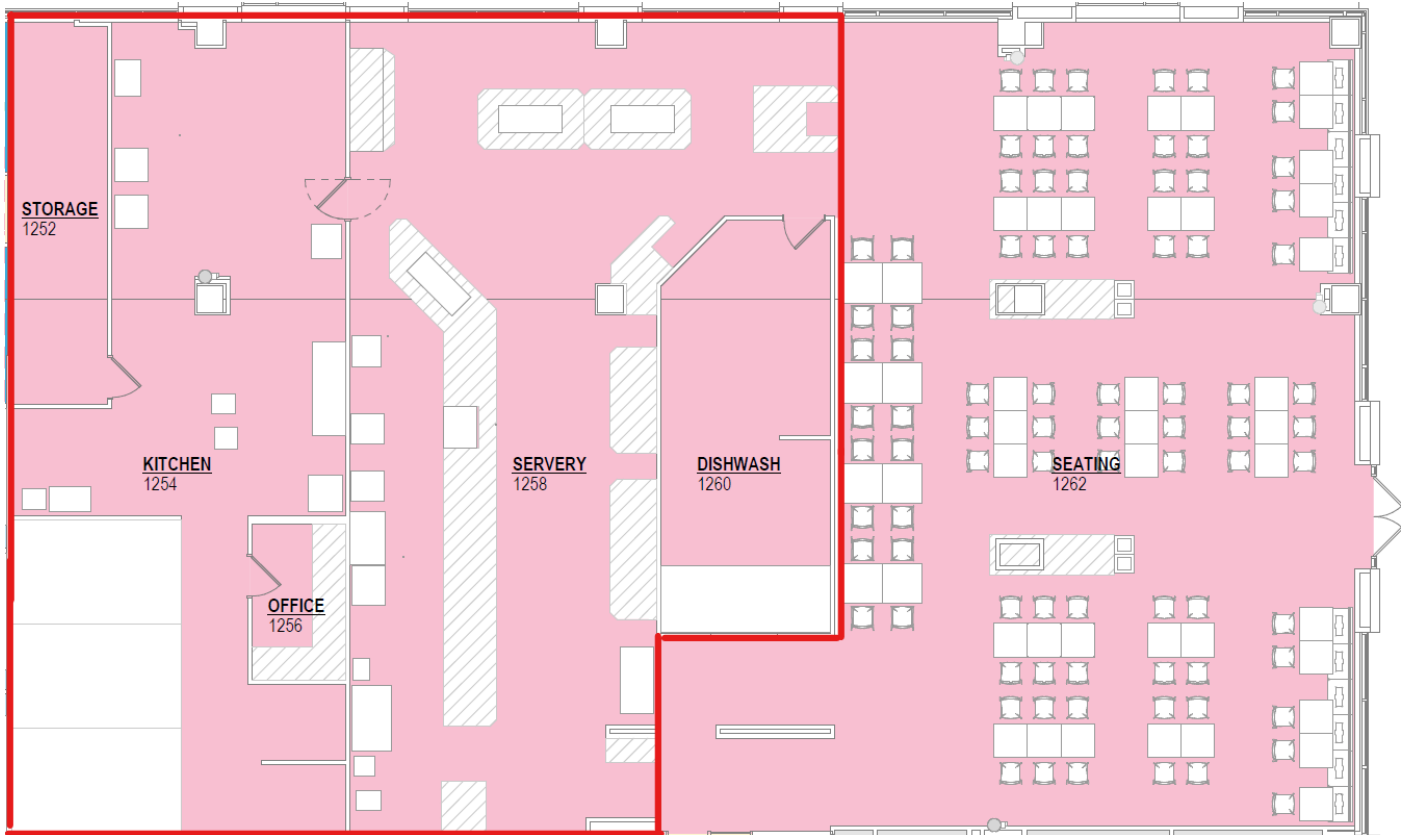
K. SELECTION ADVISORY COMMITTEE AND EVALUATION FACTORS

- A. The Selection Advisory Committee will evaluate the Proposal(s) received by the City. Other City officials and contractors also may review the Proposal(s).
- B. The factors to be considered in the evaluation of Proposals are listed below. The total maximum possible number of points for each evaluation factor is indicated in parenthesis with a maximum total of one hundred (100) points.
 1. The Proposer's Experience and Capacity, Staff Experience, Management and Operations, Marketing, and Conceptual Plans to include an overall vision of the kitchen and dining operation, menu, and management structure (*as outlined in Section D - Scope of Work and Section I- Minimum Proposal Requirements*). (40 points)
 2. The Proposer's financial sustainability (*as outlined in Section I- Minimum Proposal Requirements*). (20 points)
 3. The Proposer's Qualifications (*as outlined in Section I- Minimum Proposal Requirements*). (10 points)
 4. Rent Proposal (*Section I- Minimum Proposal Requirements*). (25 points)
 5. Client References (attachment J-1) (5 points)

APPENDIX A

- Leased Area
- Kitchen Equipment List

Leased Area



Leased area (outlined in **RED**) – Kitchen and servery = 3,516 SF

Seating/Dining Room area not included in leased area = 2,698 SF

Kitchen Equipment List

Equipment	Manufacturer	Model #	Serial #
Walk-in Cooler	Kolpak		
Walk-in Cooler	Kolpak		
Walk-in Freezer	Kolpak		
Ice Machine	Hoshizaki	KM-901MWH	E02873A
Ice Bin	Hoshizaki		
Water Filters for Ice Machine	Everpure	(3) I2000; (1) 10" SST, (1) EC210	
4 Burner Stove	Garland	S44RE	0105HG322R
Convection Oven	Blodgett	GLSJ1H/AB	101813xG011T
Convection Oven	Blodgett	GLSJ1H/AB	101813xG011B
Tilt Skillet	Goen	NHFP/E	N2212GHCF
Steamer	Blodgett		
Water Filters for Steamer	Everpure	(1) 10" SST; (1) 7CB5	
Disposal	Salvajor	300	
Cold Well Island	Randell	99772SCA	203611
Cold Well Island	Randell	9918SCA	203611
1-Dr Prep Cooler	Delfield	4448N-18M-AS	1206152-000542
Hot Well	Wells	MOD-400TDM	NBJ-1129
Cold Well Island	Custom		
Cold Well Island	Custom		
Heat Lamps	BSI		
Heat Lamps	BSI		
2- Dr Deck Oven	Bakers Pride	P44	5645
6- Burner Grill	Garland		
1-Dr Reach-in Cooler	True	TS-23-HC	9138882
2-HDR Cooler	True	T-23DT	8974763
Fryer	Frymaster	Series-CF	0105110045
Fryer	Frymaster	FMH250SC	0105110044
Fryer	Frymaster	FMH250SC	0101110043
3-Burner Griddle			
Panini Press	Avantco	P88SG	CK-171138R-279
Display Cooler	Structural Concepts	HV363RSS	182083-CM184101
2-Door Cooler	Traulsen	AHT232WUT-FHS	T129930E01
Hot Well Island	Wells	SS10ULTD	BIRT00212A0055
Hot Well	Wells	SS10ULTD	CAO-210330
2-Door Cooler	Traulsen	1RFD226WSC	T128910E01
Warmer	Metro	C190	C05206
Rotisserie	Equipex	RBE12	GD709042
Dish Machine	Stero	SPRA-PK6	
Coffee Brewer			
Tray Conveyor	National Con.	NRS-EL5T-1418-12	
Troughveyor	National Con.		

APPENDIX B – REQUIRED SUBMISSION FORMS

- Form J-1, “Proposer’s Reference Sheet”
- Form J-2, “Required Information Form”
- Form J-3, “Certified Statement of Non-Collusion
- Form J-4, “Disclosures Relating To City Officials and Employees”
- Form J-5, “Equal Employment Opportunity Agreement”
- Form J-6, “Vendor Information Form:
- Form J-7, “W-9”

J-1, PROPOSER'S REFERENCE SHEET

Proposers are required to provide at least three (3) references for work of similar sizes and scope to this RFP.

Contract Number	Date(s) of Work	Contract Description	Contract Dollar Amount	Point of Contact: Address, Phone, Email

J-2, REQUIRED INFORMATION FORM

Each Proposer submitting a response to this Request for Proposal is to provide the following information:

- 1. Minority Business Firm Yes [] No [] Partnership Yes [] No []
Small Business Firm Yes [] No [] Corporation Yes [] No []
Sole Proprietorship Yes [] No [] Women Owned Yes [] No []
Locally owned Yes [] No []

- 2. Sole proprietorships and partnerships are to provide the following information:

Name _____

Address _____

City _____

State _____

Partnerships are to provide this information for all partners.

- 3. If the Proposer is a corporation, provide the following:
State of Incorporation _____ Charter number of the Virginia Certificate of Authority _____ Date of Incorporation _____

Foreign corporations desiring to transact business in the State of Virginia shall register with the State Corporation Commission in accordance with Section 13.1-757 of the Code of Virginia, as amended.

- 4. Each corporation is to provide the names of the following officers:
President _____
Vice-President _____
Secretary _____
Treasurer _____
Registered Agent _____

Proposer's Name

Proposer's Authorized Signatory

Date

Name and Title of Authorized Signatory

J-4, DISCLOSURES RELATING TO CITY OFFICIALS AND EMPLOYEES

A. I hereby state that, as of this date (check one):

() Our firm has no reason to believe that any member of the City Council, any official or employee of the City, or any member of any commission, committee, board, or corporation controlled or appointed by the City Council has already received, in connection with or related in any way to this contract, or has been promised, in the event this contract is awarded to the firm, any commission, finder's fee or other thing of value

() Our firm has reason to believe that the following City Council members, City officials and/or employees, and/or members of a Council-appointed or -controlled commission, committee, board, or corporation have already received, in connection with or related in any way to this contract, or have been promised, in the event this contract is awarded to the firm, any commission, finder's fee or other thing of value:

Name	Title/Position
Name	Title/Position

B. I hereby state that, as of this date:

() Our firm has no reason to believe that any member of the City Council or any official or employee of the City would or may be financially affected, whether affirmatively or negatively, and whether personally or through a spouse or other family member, if this contract were awarded to the firm.

() Our firm has reason to believe that the following members of the City Council and officials and employees of the City would or may be financially affected, whether affirmatively or negatively, and whether personally or through a spouse or other family member, if this contract were awarded to the firm:

Name	Title/Position
Name	Title/Position

Proposer's Name

Proposer's Authorized Signatory Date

Name and Title of Proposer's Authorized Signatory

J-5, EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT

The contractor hereby agrees:

(1) Not to discriminate against any employee or applicant for employment because race, color, religion, sex, ancestry, national origin, marital status, age, sexual orientation, or handicap, except as is otherwise provided by law.

(2) Implement an affirmative action employment program as defined in section 12-4-3 of the Code of the City of Alexandria, Virginia, 1981, as amended, to ensure non-discrimination in employment under guidelines to be developed by the commission and approved by the City Council.

(3) To include in all solicitations or advertisements for employees placed by or on behalf of the Contractor the words "Equal Opportunity Employer" or a symbol, approved by the Alexandria Human Rights Commission, meaning the same.

(4) To notify each labor organization or representative of employees with which said Contractor is bound by a collective bargaining agreement or other contract of the Contractor's obligations pursuant to this equal employment opportunity clause.

(5) To submit to the City Manager and the City's human rights administrator, upon request, no more frequently than annually, regular equal employment opportunity reports on a form to be prescribed by the City Manager.

(6) To make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the Contractor can demonstrate that the accommodation would impose an undue hardship on the operation of the Contractor's business, factors to be considered include but are not limited to, the following;

A. the overall size of the Contractor's business with respect to the number of employees, the number and type of facilities and size of budget;

B. the type of the Contractor's operation, including the composition and structure of the contractor's work force; and

C. the nature and cost of the accommodation needed.

Contractor may not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

(7) To include the provisions in paragraphs (1) through (6) hereof in every subcontract so that such provisions will be binding upon each subcontractor.

(8) In the event of the Contractor's non-compliance with any provision, upon a finding of such non-compliance by the City's human rights commission and certification of such finding by the City Manager, the City Council may terminate or suspend or not renew, in whole or in part, this Contract.

Proposer's Name

Proposer's Authorized Signatory

Date

Name and Title of Proposer's Authorized Signatory

NEW
 CHANGE

J-6, VENDOR INFORMATION FORM

Vendor Name: _____

GENERAL MAILING ADDRESS

Address line 1 _____

Address line 2 _____

City _____

State _____ Zip _____ Web Address: _____

REMIT TO MAILING ADDRESS

Address line 1 _____

Address line 2 _____

City _____

State _____ Zip _____

POINT OF CONTACT (please print clearly)

NAME _____

TITLE: _____

PHONE #: _____ FAX #: _____

EMAIL: _____

TAX ID or SOCIAL SECURITY #: _____

1099 (check one by clicking in box) YES NO

NAME ON CHECK: _____

**If submitter is an individual: Three (3) references for like work must be provided.
** SUBMIT THIS COMPLETED FORM ALONG WITH A CURRENT W-9 ****

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
OR											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS 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-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), 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.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.