

**City of Lowell**  
**Purchasing Department**  
**City Hall**  
**375 Merrimack Street, Room 60**  
**Lowell, Massachusetts 01852**

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Project Name: **Lowell City Hall Snack Bar Operator**

RFP No.: **16-41**

Date: **October 19, 2015**

Buyer: **P. Michael Vaughn**

Tel. No.: **978-970-4110**

Email: **pmvaughn@lowellma.gov**

The City of Lowell is seeking proposals to operate/rent a Snack Bar in Lowell City Hall. The technical section of this RFP explains the proposal requirements.

**DUE DATE**

Sealed proposals are due and will not be publicly opened on: **November 5, 2015** at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852, at 11:00 AM, EST/EDST, for the work described herein. **BIDDERS ARE REQUIRED TO SUBMIT A BID INCLUDING ALL BID FORMS CONTAINED IN THIS PACKAGE. DO NOT REMOVE PAGES.**

**PREBID/SITE INSPECTION DATE**

A non-mandatory prebid meeting and site inspection will be held: **October 26, 2015** at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852, at 10:00 AM, EST/EDST, for the work described herein. **BIDDERS ARE REQUIRED TO SUBMIT A BID INCLUDING ALL BID FORMS CONTAINED IN THIS PACKAGE. DO NOT REMOVE PAGES.**

**DURATION**

This contract will begin December 1, 2015 and end November 30, 2016. There are 2 one year options, to renew.

**CLARIFICATIONS OF SPECIFICATIONS**

Any request for clarification to, or relief from, the specifications, must be submitted in writing to the attention of the assigned Buyer at the Purchasing Department's office no later than **seven (7) business days prior to the Due Date**. Should the City make changes to any specification, stipulation, requirement, or procedure, notification will be made to all Bidders in the form of written Addenda. No officer, agent, or employee of the City is authorized to amend any provision contained in this IFB, including the specifications, unless such amendment is issued as an Addendum and sent to all Bidders in accordance with this Section (Clarification of Specifications). Bidder is required to acknowledge all addenda. (**attached – form B**).

**APPROPRIATION CONTINGENCY**

If the City fails to appropriate operating funds, or if funds are not otherwise made available for the continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be cancelled automatically as of the beginning of the fiscal year for which funds were not appropriated. The City's fiscal year begins July 1<sup>st</sup>.

# **CONDITIONS, REQUIREMENTS AND COVENANTS PROJECT DOCUMENTS**

## **Article 1. Acceptance or Rejection of Bids**

The Purchasing Agent reserves the right to reject any or all bids and to accept any bid, in whole or in part which it considers to serve the best interest of the City of Lowell.

**Any bid which is not according to prescribed form, not properly signed, or otherwise contrary to instructions may be rejected by the Purchasing Department.**

All bids received by the Purchasing Department will be stamped in when received and said stamp shall indicate the time and date of receipt. All bids received will be publicly opened and read in the Purchasing Department at date and time shown above.

**NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED.**

## **Article 2. Identification of Sealed Envelopes**

Bids shall be placed in sealed envelopes that are marked on the outside with the name and address of the bidder, the title of the project and the scheduled date for the opening of bids. No responsibility will be attached to the City of Lowell or the Purchasing Department for the premature opening of any bid that is not properly identified.

## **Article 3. Certified Check and/or Performance/Payment Bond**

A certified check made payable to the "City of Lowell" in the amount of **0%** must accompany this bid. **Bid bonds** are acceptable.

A **performance bond** in the amount of **0%** of the total dollar award is required prior to contract execution.

A **payment bond** in the amount of **0%** of the total dollar award is required prior to contract execution.

## **Article 4. Mailing of Bids**

Bids which are mailed should be addressed to the Purchasing Department at 375 Merrimack St., Lowell, MA. 01852.

## **Article 5. Bid Forms**

It is advisable that bids be submitted on appropriate Bid Forms prepared by the Purchasing Department in order to avoid errors, misconception or ambiguities in reference to the Project Documents.

## **Article 6. Possible Discrepancies in Specifications**

Any inadvertent errors, omissions or discrepancies in the applicable specifications should be brought to the attention of the Purchasing Agent who shall then send written instructions to all bidders in order to effect the correction and clarification of the Project Documents. Failure of any bidder to receive any such addendum shall NOT relieve the bidder from any obligation under his bid as submitted.

## **Article 7. Waiver Of Informalities, Deviations, Mistakes, And Matters Of Form**

The City reserves the right to waive any informalities, deviations, mistakes, and matters of form rather than substance of the bid documents, which can be waived or corrected without prejudice to the Bidder. No officer or agent of the City is authorized to waive this reservation.

## **Article 8. General Bidding Instructions**

Within any context of specifications wherein the item required is defined by using a particular trade name, or by the designation of a specific manufacturer, or by reference to a Dealer's catalogue, the phrase "or approved equal" is not intended to exclude the consideration of other products. Any consideration of an "approved equal", however, will be predicted on the basis that such an item is of equal value in terms of physical attributes, durability, and functional use. The final decision concerning the acceptability of any equipment item shall rest with the Purchasing Agent.

- (a) Any clarification of specifications requested by bidders must be in writing addressed to the Purchasing Agent and received no later than seven (7) working days prior to the bid opening in order to be acknowledged.
- (b) Bidders must state the name of the manufacturer and the material model of each item for which they submit a bid.
- (c) All prices to be firm.
- (d) Bid offerings must be based on INSIDE DELIVERY F.O.B. DESTINATION unless otherwise indicated by the city.
- (e) All bidders must clearly state their terms of sale and maximum delivery time after receipt of order (ARO).
- (f) All bidders must clearly state the terms and conditions of the manufacturer's and/or dealer's warrantee and guarantee.
- (g) Any deviations from specifications must be clearly listed on bid sheet.
- (h) Quantities are for bidding purposes only; the exact quantities to be determined by purchase orders.
- (i) Bidders must submit brochures with their bid.
- (j) All bids must be totaled and where indicated, please list unit cost and the total price of each item. Awards will be made to the lowest responsible bidder who submits a responsive bid which is most advantageous to the City.
- (k) Proposals shall be type-written or written in ink. Erasures on bids will not be considered.
- (l) Conditional bids will not be accepted by the Purchasing Agent.

**Article 9. Requirements of City Departments**

The actual requirements of the City Departments shall govern the actual amount delivered under a contract to be drawn and entered into between bidder and the City of Lowell, Purchasing Agent and approved by the City Auditor as to the availability of appropriation to pay for the materials and supplies to be furnished under the Contract aforesaid, shall be made a part of said Contract.

**Article 10. Discount**

In determining the amount of any bid, a discount is in the amount of 1% or more City pay day.

**Article 11. Taxes**

The City of Lowell is exempt from payments of Federal Excise Taxes and Mass. Sales Tax, and the attention of all bidders is invited to this fact. The City will furnish to successful bidders properly executed tax exemption certificates upon request. Such taxes should not be included in bid prices.

**Article 12. Contractor's Responsibility for Specifications**

Any measurements, calculations or estimates included herein are believed to be correct, but each bidder should conduct a thorough examination of the project himself, since no allowance will be made because of any inaccuracy that inadvertently appears within the context of the Bid Documents. The failure of any bidder to acquaint himself with conditions as they actually exist shall not relieve him from any obligations and responsibilities inherent within Bid Documents.

**Article 13. Unloading, Assembling and Installing of Equipment**

The Contractor is responsible for the unloading of any trucking units or vans involved in the delivery of project items, and for overseeing the assembly, placement and installation of all such equipment in areas specified by the Purchasing Agent.

**Article 14. Cleaning Up**

Following the delivery or installation of any equipment items, the Contractor shall remove from the site all rubbish, waste and surplus materials and the premises shall be left in neat, orderly and broom-clean conditions.

**Article 15. Contractor's Liability Insurance**

- (a) Workmen's Compensation Insurance: The Contractor shall take out and maintain during the life of this Contract adequate Workmen's Compensation Insurance for all his employees assigned to the project in the manner and to the extent provided for in Chapter 152 of the General Laws and the amendments thereto.

In the event that any employees of the Contractor are engaged in hazardous work at the site of the project and are not protected under Workmen's Compensation Insurance, the Contractor shall be responsible for providing sufficient insurance to cover such employees.

(b) Public Liability Insurance: The Contractor shall take out and maintain during the life of this Contract (1) Bodily Injury Insurance which includes coverage for accidental death and (2) Property Damage Insurance.

The Contractor further agrees to indemnify and save the Owner harmless from any responsibility arising under the context of the aforesaid paragraphs.

(c) Approval of Certificate and Evidence of Compliances: A true copy of a properly endorsed Insurance Certificate, issued by a company or companies duly licensed and authorized by the Commonwealth of Massachusetts to write the various types of insurance as specified above, shall be submitted to the Purchasing Agent as evidence of compliance with the requirements of the preceding paragraphs prior to the commencement of any work herein specified.

#### **Article 16. Breach of Contract**

If at any time the Contractor is unable to furnish material or services as ordered by the City, the City may order such material or services from such places as are available, and the Contractor shall pay to the City all expense incurred above the contract price.

#### **Article 17. Signatures on the Bid Forms**

If a bid is submitted by an individual, the full name and post address of this person shall be designated.

If a bid is submitted by a firm, partnership or corporation, it shall be signed by the person having the legal authority to execute such a document in behalf of the bidder, the individual signing the bid form shall then indicate his title or position in addition to the Full name and address of the firm, partnership or corporation (**certification attached – form D**).

#### **Article 18. Guarantee**

The bidder to whom a contract is awarded guarantees to the City of Lowell all equipment, materials and/or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

#### **Article 19. Withholding of Contract Award**

The Purchasing Agent reserves the right to withhold the awarding of any contract under its jurisdiction when the bidder is unable to furnish satisfactory evidence of adequate ability, experience and/or capital to execute the completion of a project in accordance with the prescribed requirements and specifications.

#### **Article 20. Modifications**

This Agreement can only be modified by a written agreement duly signed by persons authorized to sign agreements on behalf of the Contractor and of the City. Any variance from the terms and conditions of this Agreement or any order or other written notification given by either Party to the other that is not duly authorized shall have no force or effect.

#### **Article 21. Change Order**

The City may, at any time throughout the Term of the Agreement or any extensions thereof, issue a written Change Order requiring the Contractor to make changes within the general scope of the Agreement that may include additions, modifications, and improvements to the services. A Change Order shall not modify the overall purpose of this Agreement. No change order can exceed twenty-five (25) percent of the total price.

The Contractor may, at any time, propose in writing to the City for acceptance or denial, modifications to the Contract documents, which will benefit the City. The City shall review the Contractor's proposal and may request such modifications. Denial of a proposed modification shall neither provide the Contractor with any basis for a claim for damages nor release the Contractor from contractual responsibilities.

If the Change Order issued by the City causes an increase or decrease in the Contractor's cost to provide the services and/or requires a change to the schedule that, in the City's reasonable discretion, is determined to be necessary, an equitable adjustment will be made and incorporated into this Agreement.

Change Order Notice. Upon receipt of a Change Order issued by the City, the Contractor shall within ten (10) business days of receipt of the Order give written notice (including preliminary cost and time estimates) to the City stating the Change Order to be either an alteration to, deviation from, addition to, or deletion from the Contract. Within thirty (30) days of receipt of the Order or other time period mutually agreed to by the City and the Contractor, the Contractor shall submit a detailed Change Order proposal, which includes the following information:

Description of change and details of work to be done. Detailed cost and pricing data, the cost detail should be comprehensive and readily traceable into the Contractor's accounting records and underlying supporting documentation. The Contractor's statement of additional time shall include a detailed schedule analysis identifying which schedule activities and key milestones are impacted.

Change Order Authorization. The Contractor shall not proceed with any Change Order work until the City gives written authorization. The City shall not accept any responsibility whatsoever for Change Order work performed by the Contractor without proper authorization by the City. All Change Orders shall be executed in accordance with the terms and conditions of the Contract. All executed Change Orders shall constitute the entire agreement between the City and the Contractor with regard to any and all costs and time extensions related to Change Order work.

#### **Article 22. Samples**

The Purchasing Agent may require the submission of samples either before or after the award of a contract, at no charge to the City, in order to ascertain whether or not a product will be suitable for the purpose for which it is intended. If it is specifically stated elsewhere in the bid documents that samples are required, full size samples must be submitted not later than the official BID OPENING. Failure to submit said samples may be regarded as a basis for rejecting a bid. Samples may be impounded until satisfactory completion of the contract. Otherwise all samples must be called for by the bidder within thirty (30) days of the award of contracts or said samples will be presumed abandoned and the Purchasing Agent will dispose of them as he sees fit.

#### **Article 23. Compliance with Laws, By-Laws and Regulations**

The Contractor shall keep fully informed and shall comply with the provisions of applicable federal, state, and municipal laws, rules, and regulations that in any manner regulate the Contractor's performance of this Contract and those engaged or employed with the services herein described, other than any such laws, rules and regulations that relate to City's own operations. The Contractor shall indemnify, protect, defend, and save harmless the City and its officers, agents and employees harmless from all fines, penalties, and liabilities imposed upon the City under any such laws, rules, and regulations by any public agency, authority or court having jurisdiction over the parties hereto when the imposition of same is attributable to the failure of the Contractor to keep fully informed and to comply with its obligations in this regard, provided that if any public agency, authority or court seeks to impose such fine, penalty or liability on the City, the City shall promptly notify the Contractor and allow the Contractor, in consultation with the City, to object to and defend such imposition.

#### **Article 24. Permits and Licenses**

The Contractor shall secure at his own expense all permits and licenses, pay all necessary charges and provide all notices that are due in connection with the lawful prosecution of the work.

#### **Article 25. Liens**

The final payment on any project may be deferred until the Contractor has delivered to the Owner a complete release from all liens arising out of the applicable contract, or receipts covering all labors and materials for which liens could be filed, or a bond that satisfactorily indemnifies the Owner against all possible liens.

#### **Article 26. Contractor's Expenses**

Unless otherwise stipulated, the Contractor shall provide and pay for all materials, labor, water, tools, equipment, light, power, transportation, incidental services and other facilities necessary for the execution and completion of the project. The contractor shall be responsible for royalties and costs associated with patents, trademarks, and copyrights in any way involved in the project. All Garland Roofing products will be purchased separately by the City of Lowell directly from Garland Roofing Products through FAC-27.

**Article 27. Payment Schedule**

Bills in triplicate for the amount of Materials and Supplies furnished by the successful bidder under the contract to be entered into should be submitted before the first day of the month in which payment is to be made to insure payment on the twentieth day of the month, except that where the time conditioned in the bid for the allowance of discount differs from the above successful bidder agrees to submit bill to the Purchasing Agent in sufficient time for such discount to be taken advantage of by the City which, in any event, shall not be less than ten days from the submission to the Purchasing Agent of such bills.

**Article 28. Assignment**

Neither the Contract nor any interest herein shall be assigned, pledged or otherwise transferred by the Contractor without the written consent of the City, except in the case of a transfer of all or substantially all of the Contractor's assets provided that all obligations of this Contract are assumed by the controlling entity. If the Contractor makes any such assignment, pledge or other transfer without the written consent of the City, the Contract shall be voidable at the election of the City. The City's consent to any such assignment, pledge or other transfer may impose such additional conditions thereon as may be deemed necessary to ensure the performance of the terms of the Contract by the assignee. Moreover, unless otherwise agreed to in writing by the City, any transfer by the Contractor shall not release the Contractor of its liability under the Contract.

**Article 29. No Waiver**

None of the provisions of this Agreement, unless otherwise specified, shall be considered waived by either party hereto unless such waiver is in writing and signed by both parties. No such waiver shall be construed as a modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.

**Article 30. Limitation Of Liability**

Notwithstanding anything herein to the contrary, the Contractor's maximum aggregate liability for any loss or damages (other than death or personal injury) incurred by the City as a result of or in consequence of the acts or omissions of the Contractor, its employees, subcontractors or agents in the performance of services covered by this Agreement shall not exceed one hundred percent (100%) of the Contract value plus any adjusted value per executed change order; provided, however, that if the Contractor's applicable insurance coverage is greater than this amount, the limit of liability for the Contract shall be the total insurance coverage.

IT IS AGREED AND UNDERSTOOD THAT THE CITY SHALL BE ENTITLED TO RECOVER DIRECT DAMAGES INCLUDING "BENEFIT-OF-THE-BARGAIN" EXPECTATION DAMAGES AND DAMAGES FOR BREACH OF WARRANTY SUBJECT TO THE LIMITATION OF LIABILITY, AND THAT IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR ANY LOSS OF PROFITS, LOSS OF REVENUES OR LOSS OR FAILURE TO REALIZE ANTICIPATED SAVINGS OR EFFICIENCIES ARISING IN CONNECTION WITH THIS AGREEMENT.

**Article 31. Indemnification of the City**

The Contractor agrees to indemnify, save harmless, and defend the City and all of its officers, agents, and employees from and against any and all third party suits, claims, or proceedings ("Claims"), and any losses, damages, charges or expenses, whether direct or indirect, and liability of every name and nature related to such Claims ("Liabilities") for or due to any loss or injury to persons or damages to real or tangible property to the extent caused by the Contractor or its employees, subcontractors or agents.

**Article 32. Termination Of Contract**

**Default Termination.**

The City may, without prejudice to or waiver of any other right or remedy available to it, terminate or suspend this Agreement, in whole or in part, either immediately upon receipt of such notice by the Contractor or upon written notice to the Contractor seven (7) days prior to the effective date of such termination or suspension for an "Event of Default" as defined hereunder.

**Termination for Convenience.**

The City may, in its sole discretion, terminate all or any portion of this Agreement or the work required hereunder, at any time for its convenience and/or for any reason by giving written notice to the Contractor thirty (30) calendar days prior to the effective date of termination or such other period as is mutually agreed upon in advance by the parties. If the Contractor is not in default or in breach of any material term or condition of this Agreement, the Contractor shall be paid its reasonable, proper and verifiable . Such

payment shall be the Contractor's sole and exclusive remedy for any Termination for Convenience, and upon such payment by the City to the Contractor, the City shall have no further obligation to the Contractor. The City shall not be responsible for the Contractor's anticipatory profits or overhead costs attributable to unperformed work.

### **Article 33. Force Majeure**

Neither party hereto shall be in default in the performance of its obligations to the extent that the performance of any such obligation is prevented or delayed by a Force Majeure Event. Should Contractor's services be delayed by a Force Majeure Event, the Agreement and Contractor's schedule for completion of tasks affected by such delay shall be extended. "Force Majeure" or a "Force Majeure Event" is an event beyond the control of a party and not due to the act or omission of such party, which materially and adversely affects the party's ability to meet its obligations under the Agreement and which event or the effects of the event would not have been anticipated and avoided by a prudent party acting commercially reasonably. Force Majeure Events may include, but are not limited to, Acts of God; acts or failures to act of government agencies and delays related to the City in either their contractual, sovereign or regulatory capacities; fires, floods, earthquakes, epidemics quarantines, strikes, wars, riots, terrorism, interruptions of energy supply or civil disturbances. Within thirty (30) calendar days after the last day of delay, the Contractor shall furnish the City with detailed information concerning the circumstances of the delay, the number of days actually delayed, the appropriate Agreement references, and the measures taken to prevent or minimize the delay. Upon review of the detailed information concerning the delay, the City shall assess the impact the delay may have on price and schedule of the work and modify the Contract as needed.

### **Article 34. Mutual General Representation and Warranties**

**Corporate Power.** Each party represents (a) that it is duly incorporated, validly existing and in good standing under the laws of the state of its incorporation and (b) that it has full corporate power to own, lease, and operate its properties and assets, to conduct its business as such business is currently being conducted, and to consummate the transactions contemplated by this Agreement.

**Authority.** Each party represents that this Agreement has been duly authorized, executed and delivered and constitutes a valid and binding Agreement, enforceable against such party in accordance with this Agreement's terms, subject to the effect of bankruptcy, insolvency, moratorium and other laws now or hereafter in effect relating to and affecting the rights of creditors generally and to equitable principles of general application.

**No Breaches.** Each party represents that neither the execution nor delivery of this Agreement, nor the consummation of any of the transactions contemplated herein, will result in the breach of any term or provision of, or constitute a default under, any charter provision or bylaw, or material agreement (subject to any applicable required consent), order, law, rule or regulation to which it is a party or which is otherwise applicable to it.

### **Article 35. Conflict of Interest**

Massachusetts Conflict of Interest Law, G.L. c. 268A, governs the conduct of all public officials and employees, including all dealings with potential contractors. Therefore, it is the responsibility of Contractor to ensure compliance with the Commonwealth's Conflict of Interest Laws and avoid any conduct which might result in or give the appearance of creating for Board members, officers or employees of the Authority in their relationship with the Contractor any conflicts of interest or favoritism and/or the appearance thereof or any conduct which might result in a Board member, officer or employee failing to comply with G.L., c. 268A. Non-compliance with these Conflict of Interest terms shall constitute a material breach of this Contract.

For purposes of this solicitation, it is understood and agreed that no gift, loan or other thing has been or will be given to any employee, agent or officer of the City by the Bidder, Bidder's employees, subcontractors, or agents in connection with the award or performance of this Contract. It is further understood and agreed that no Board member, officer, or employee of the City; no officer or employee of any independent authority or political subdivision of the Commonwealth of Massachusetts, no officer, employee, or elected official of the Commonwealth of Massachusetts, executive or legislative of the City; and no member or delegate to the Congress of the United States, during his/her tenure shall have any financial interest, direct or indirect, in this Contract or the proceeds thereof.

If, during the performance of this Contract and any extension thereof, the Contractor becomes aware of any relationship, financial interest, or other activity in which it or an affiliated person or company is involved which is not in compliance with these provisions, the Contractor shall promptly notify the City's Chief Procurement Officer in writing and fully disclose all circumstances thereof. The City reserves the right to grant an exception to the requirements of this Section, if so allowed by law, and notify the Contractor thereof. If the City does not grant an exception, the Contractor shall, within ten (10) days of written notice from the City, take all action necessary to comply with the terms stated herein.

The Bidder shall certify compliance with these terms and the Massachusetts Conflict of Interest Laws (**certification attached – form A**).

#### **Article 36. Collusion**

The Bidder shall sign an affidavit stating that Bidder understands that any bid submitted to the City is made without collusion with any other Bidder submitting a bid on the same commodity/service, and is in all respects fair and without fraud (**certification attached – form C**).

#### **Article 37. Award or Rejection of Bids**

The contract will be awarded to the lowest responsible and responsive bidder complying with the provision of the invitation provided the bid price is reasonable and it is to the interest of the city to accept it. The Purchasing Agent reserves the right to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the City. The Purchasing Agent also reserves the right to reject the bid of bidder who has previously failed to perform properly or complete on time contracts of similar nature or a bid of a bidder who investigation shows is not in a position to perform the contract.

In determining responsibility the following qualifications, in addition to price will be considered by the Purchasing Agent

- (a) The ability, capacity and skill of the bidder to perform the service required within the specified time.
- (b) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (c) The quality of performance of previous contracts or services.
- (d) The previous and existing compliance by the bidder with laws and ordinances relating to previous contracts with the City and to the bidders employment practices.
- (e) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services.
- (f) The quality, availability and adaptability of the supplies, or contractual services to the particular use required.
- (g) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- (h) Whether the bidder is in arrears to the City in debt on contract or is a defaulter on surety to the City or whether the bidder's taxes or assessments are delinquent.
- (i) The resale value of the subject of the contract.
- (j) Such other information as may be secured by the Purchasing Agent having a bearing on the decision to make the award.

In determining a bidder's responsiveness, the Purchasing Agent shall consider material deviations from the advertised specifications which materially affect price, quantity, quality or limit the bidder's liability.

#### **Article 38. Purchases of all Types of Vehicles**

Good and clear title to each vehicle must be made to the City of Lowell at time of delivery of said vehicle.

#### **Article 39. Transaction by Third Parties**

The City of Lowell will reject any and all bids for the purchase or lease purchase of equipment if any third party has or intends to have a security interest in said equipment.

The City will further reject any and all bids which would require the City to sign any agreement or agreements concerning financing of the transaction by third parties.

**Article 40. Pass Through Restrictions**

The Contractor will not provide any good or service that was not specifically identified and defined in the scope of service contained within the contract. Any good or service provided by the Contractor to the City that would be considered a "pass-through" is strictly prohibited.

**Article 41. Insurance**

The Contractor will carry insurance in the amount of 10% of the total cost of the project or \$1 million, whatever is less.

### CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby certifies that the Bidder shall comply with Massachusetts Conflict of Interest Laws, G.L. c. 268A and with the City's Conflict of Interest terms stated in Article 33 of these Contract Documents.

BIDDER'S NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

### ACKNOWLEDGEMENT OF ADDENDA

The Bidder acknowledges all addenda.

ADDENDA NUMBER

DATE ISSUED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AFFIDAVIT OF NON-COLLUSION**

It shall be understood that any bid submitted to the City is made without collusion with any other bidder submitting a bid on the same commodity/service, and is in all respects fair and without fraud.

STATE OF: \_\_\_\_\_ Date: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_ S.S.: \_\_\_\_\_

The undersigned being duly sworn, deposes and says that he/she is the

\_\_\_\_\_  
(Sole Owner; Partner, President, Treasurer,  
or Other Duty Authorized Official of a Corporation)

of \_\_\_\_\_  
(Name of Firm as Appearing in Submitted Proposal)

and works in \_\_\_\_\_  
(City/Town)

and certifies under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

\_\_\_\_\_  
(Signature and Title of Person Making Affidavit)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Notary Public: \_\_\_\_\_ My commission expires: \_\_\_\_\_

**IN WITNESS WHEREOF, the undersigned certifies, under the pains and penalties of perjury that:**

1. It is in compliance with all of the provisions, and shall remain in compliance with the provisions for the life of any Contract resulting from this solicitation. That the bidder is qualified to perform any such Contract and possess, or shall obtain, all requisite licenses and permits to complete performance; shall maintain all unemployment, workers' compensation, professional and personal liability insurance policies sufficient to cover its performance under any such Contract; and shall comply with relevant prevailing wage rates and unemployment laws.
2. To the best of its knowledge and belief has paid all local taxes, tax titles, utilities, motor vehicle excise taxes, water and wastewater bills to the City of Lowell as required by law.
3. To the best of its knowledge and belief has filed all State tax returns and paid all State taxes required by law, and has complied with reporting of employees and contractors, and withholding and remitting of child support (MGL c.62C, s.49A).
4. Pursuant to MGL c.30B s.10 (or c.30 s.39M), this bid or proposal has been made in good faith and without collusion or fraud with any other person. As used in this paragraph, "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
Signature of Person Signing Bid or Proposal

\_\_\_\_\_  
BY: Corporate Officer (Type/Print)

\_\_\_\_\_  
Corporate Name (Full Business Name)

\_\_\_\_\_  
BY: Corporate Officer (Sign)

\_\_\_\_\_  
Social Security or Federal Tax ID#  
Business (DBA)

\_\_\_\_\_  
State of Incorporation/City of  
Registration

Approval of a contract, or other agreement, will not be granted unless the applicant signs this certification form. You're Social Security number or Federal Tax Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine weather you have met tax filing or tax payment obligations. The City of Lowell is required to furnish a list to the DOR at the end of its fiscal year, showing the vendors to whom more than \$5,000 is paid during the twelve months, ending June 30. Providers who fail to correct their non-filing or delinquency, will not have a contract or other agreement issued or extended. This request is made under the authority of Massachusetts General Laws, c.62C, s.49A.

**CERTIFICATE OF AUTHORITY**

At a duly authorized meeting of the Board of Directors of (insert name of corporation)

Held \_\_\_\_\_ at which all the Directors

Were \_\_\_\_\_

Present or waived notice, it was voted that \_\_\_\_\_  
(name)

\_\_\_\_\_ Of this corporation, be it he or she, hereby is (corp. office)

authorized to execute bid documents, contracts and bonds in the name and on (corp. office)

behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any bid

document or contract or obligation in this corporation's name on its behalf under seal of the

corporation, shall be valid and binding upon this corporation.

ATTEST: \_\_\_\_\_  
(Clerk or secretary)

Place of Business: \_\_\_\_\_

I hereby certify that I am the clerk/secretary of the \_\_\_\_\_  
(Name of Corporation)

And that \_\_\_\_\_  
(Name)

is the duly elected \_\_\_\_\_ of said corporation,

and \_\_\_\_\_  
(Corp. office)

that the above vote has not been amended or rescinded and remains in full force and effect as of  
the date set forth below.

ATTEST \_\_\_\_\_  
(Clerk or secretary)

Date:\*

\* This date must be on or before the date of the Contract

## **BASIS OF AWARD: RFP 16-41**

In accordance with the Specifications, and under the terms and conditions mentioned above, I (We) hereby offer to furnish and deliver to departments described above the following materials which shall in all respects meet the attached specifications, as required during the terms mentioned above for the following prices:

**THIS IS A ONE (1) YEAR CONTRACT FROM 12/01/2015 TO 11/30/2016, WITH 2 ONE YEAR OPTIONS, TO RENEW**

**THIS IS A TWO-PHASE RFP, SUBMIT THE TECHNICAL REQUIRMENTS AND MENU/PRICE COMPONENTS IN TWO SEPARATE ENVELOPES.**

Signature of Bidder \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Company Name and Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## **INSURANCE LIABILITY COVERAGE**

- A. The CONTRACTOR shall, before commencing performance of this Agreement, provide by insurance for the payment of compensation and the furnishing of other benefits in accordance with M.G.L. c.152, as amended, to all its employees and shall continue such insurance in full force and effect during the term of the Agreement.
- B. The CONTRACTOR shall also maintain general liability insurance, including property damage, bodily injury or death and personal injury, in an amount of not less than \$1,000,000/\$2,000,000 and motor vehicle liability insurance against claims for damages because of bodily injury or death of any person or damage to property in an amount not less than \$500,000/\$1,000,000. **The CITY shall be named as an additional insured on the general liability and automobile liability coverage.**
- C. Certificates and any and all renewals substantiating that required insurance coverage be in effect shall be filed with the Agreement. Any cancellation of insurance, whether by the insurers or by the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the CITY at least fifteen days prior to the intended effective date thereof, which date shall be expressed in said notice.

## **Scope of Work and Contract Requirements**

### **1. General**

- A. The successful proposer ("Operator" hereafter) will provide snack bar clientele with a basic menu of high quality beverages, breakfast and lunch items, desserts, and snacks during the hours of operation. It is preferred at a minimum the hours will be 7:30am to 2:30pm Monday – Friday. City Hall is open from 8:00 to 5:00pm Monday – Friday.
- B. It shall be the responsibility of the Operator to establish, review and control the pricing and portion sizes of all items available for sale in the snack bar.
- C. The term of the agreement resulting from this RFP will be one (1) year from the date of contract execution, expected to be no later than December 1, 2015 with 2 one year options. The City may terminate this Agreement at any time upon thirty (30) days written notice for any reason including its own convenience or for cause, including but not limited to, failure to pay monthly rent, failure to have any necessary local, state, or federal licenses and/or permits, failure to pay any and all taxes, failure to maintain required worker's compensation insurance in force at all times, failure to comply with any local, state, or federal regulations pertaining to food establishments of this type, failure to promptly correct any use of the premises that conflicts with the City, and failure for satisfactory behavior of all staff/management. In the case of a

termination for cause, the City shall give the Operator a written notice of termination stating the basis of the termination, effective thirty (30) days after the Operator's receipt of such notice. The Operator shall have the right to cure the cause of termination within ten (10) days of receipt of the notice.

**D. Before beginning operations, the Operator will be expected to provide certificates of insurance naming the City as an additional insured reflecting the existence of at least \$1,000,000 of General Comprehensive Liability Insurance and insurance for the payment of compensation and the furnishing of other benefits in accordance with M.G.L. c. 52, as amended, to all employed under the contract and shall continue such insurance in full force and effect during the term of the contract. The Operator shall indemnify the Library from any theft, damage, or loss of property.**

The Operator will obtain at its own expense all local, state, or federal licenses and/or approvals throughout the time it uses the premises pursuant to this RFP. The Operator will comply with all local, state and federal laws and ordinances in operating the snack bar. In order to obtain an annual food permit, the Operator must complete all required food licenses and permits. In addition to other requirements, the application submittals consist of specification sheets for all food storage and preparation equipment, proof of Food Protection Manager training and an approved menu.

The Operator will on a quarterly basis provide to the City a detailed statement of all revenue and operating expenses relating to snack bar operations. Annually, the Operator shall document its payment of all applicable taxes and compliance with all federal, state, or local tax laws. Annually at minimum, and as may be otherwise requested by the City, the Operator shall provide evidence of Worker's Compensation and General Liability insurance as required in paragraph D above.

## **2. Facilities and Equipment**

A. The City authorizes the Operator to use the snack bar space for the sole purpose of operating a snack bar in accordance with this RFP. The following equipment is installed in the snack bar and will be available for use by the Operator:

- Sam 4 er-5215 Cash Register
- Convection Oven
- Conveyor Toaster
- Panini Press
- Steam Table
- Hot Chocolate Dispenser
- 2ea Bunn Coffee Makers
- Bunn Coffee Grinder
- Refrigerated Cream & Milk Dispenser for coffee/tea
- 2ea True 1 door Refrigerator
- Small Refrigerator
- Deli Counter
- 3 Bay Sink
- 6' Stainless Steel Rack
- 3' Stainless Steel Rack
- Griddle
- Micro-wave

B. The Operator shall be responsible to provide any additional equipment which it deems necessary by reason of its operation of the snack bar. All such additional equipment to be delivered to or installed in the snack bar must be approved in advance by the City. Any and all changes to the building requested by the Operator will be paid for by the Operator, but only the City or the City designee can make said changes

C. All kitchen mechanical equipment, including but not limited to soft drink display cases, dessert, dairy, and other assorted refrigerated cases, shall be serviced at the Operator's expense at least annually to ensure proper operation. Service to heating and cooling equipment must include compressors, coils, and related mechanical components. It shall be the Operator's responsibility to ensure that all display cases are moved and the compressors, coils, interior, and exterior of machines and equipment are washed and cleaned of dirt, dust grease, and debris including behind and beneath the units. Upon termination of the contract, the Operator will remove any non-permanent equipment installed at his/her expense, unless other arrangements are made between the Operator and the City.

D. The City will not guarantee the uninterrupted provision of electric, gas or other utilities or services except to ensure that all reasonable and diligent efforts will be pursued in restoring interrupted service. The City shall not be liable for any losses incurred by the Operator which may result from interruptions or failure of such service.

E. The Operator will not perform any spatial modifications to the snack bar. The City will in good faith, but without obligation, consider modifications to the facility which the Operator desires to enhance serviceability. All such modifications will be performed by the City's own contractors. In no instance shall failure by the City to perform a requested modification relieve the Operator from fully performing its obligations under this contract.

F. The Operator shall provide all required equipment, furnishings, appliances, dishware, flatware, paper goods and other utensils required for the serving and consumption of the menu items. Commercial quality paper/plasticware for customer use will be acceptable.

### **3. Access To and Use of Space**

A. For purposes of food preparation, cleaning, etc., the Operator will be allowed access to the snack bar between the hours of 7:00 am and 5:00 pm Monday to Friday. The Operator will have no right to use the premises except during those hours described above except as specifically permitted by the City, which permission shall not be unreasonably withheld

### **4. Cleaning and Sanitation Requirements**

A. The Operator shall maintain all areas of the snack bar space in a clean and sanitary manner in accordance with the highest industry standards. The Operator shall train all employees in a "clean-as-you-go" policy. The snack bar will be subject to regular inspection by City of Lowell Health Department Officials.

B. The Operator may deposit trash in the City Hall dumpster.

C. The Operator shall encourage the recycling of plastic, glass, and aluminum beverage containers and shall provide separate receptacles for this purpose. The Operator is strongly encouraged to use recycled products.

## 5. Personnel Requirements

The Operator will be responsible to recruit, train, supervise, direct, discipline and, if necessary, discharge any and all personnel working in the snack bar. Service should be timely, attentive, and friendly. Each employee should be clean, neat, and well groomed.

## 5. Suggested Menu

- A. Breakfast Items – available all day
  - a. Toast, english muffins, bagels
  - b. Cold Cereal
  - c. Muffins, Donuts
  - d. Egg sandwiches, with options type and with cheese, bacon or sausage
- B. Lunch Items
  - a. Sandwiches, various cold cuts, cheese options, using bread, rolls & wraps
  - b. Salads, greek, chef, garden
  - c. Soups and/or chowdah (particularly in cold weather, rotate daily)
  - d. Daily specials, these have been successfully offered in the past
    - i. Tomato soup & grilled cheese
    - ii. Chili
    - iii. Pizza (bring in from outside vendor, sell by slice)
    - iv. Day after sandwich, turkey, stuffing & cranberry
    - v. Meatball subs
    - vi. Salad with grilled chicken
- C. Beverages – sold from Snack Bar & Vending Machine
  - a. Coffee, reg, decaf and flavored, hot & cold
  - b. Tea, hot and cold
  - c. OJ, V8, Sports Drink, Milk reg & chocolate
  - d. Water
  - e. Soda
- D. Snacks
  - a. Cheezits, Chips, Fritos, Doritos, Popcorn
  - b. Candy Bars, Hershey Bars, Snickers, M&Ms
  - c. Kind Bars, Luna Bars
  - d. Fresh fruit

## 6. Required Submittals

- A. In order to be considered responsive, proposals must include the following documents and information. Information provided should be succinct and informative. All Proposers are to utilize the following outline.
- B. Identifying Information
  - a. Name, address, principle place of business, and telephone number of legal entity with whom the Agreement is to be written.
  - b. Federal employer ID number
  - c. Who will be at snack bar
- C. Experience and Financial Qualifications of Proposer
  - a. List the experience the Proposer has had in providing the type of professional food services and catering described in this RFP.
  - b. Identify at least three references, including the name of the contract, contact name and telephone number, type of operation (i.e., restaurant, exhibit hall, catering, banqueting).

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## **EVALUATION CRITERIA**

The City will designate a Committee to evaluate all Proposers to qualify them as being responsible and responsive to the requirements of the Proposal. The City will award the contract on the basis of the most advantageous proposal taking into account proposal quality and proposal price.

**Minimum Criteria:** Proposals failing to comply with one or more of the minimum criteria set forth below may be disqualified from further consideration. Proposals which fulfill all minimum criteria will be evaluated on the basis of the comparative criteria.

1. Proposer experience
2. Proposer must respond to each of the following areas(s):
  - a. Must provide evidence of past performance and three (3) references
  - b. Must demonstrate related experience
  - c. Must detail the organizational plan and management plan for the snack bar
3. **Must provide suggested menu with pricing – in a separate envelope**
  - a. **The City does expects reasonable menu pricing for the Snack Bar**

### **RENT:**

The Operator shall pay \$100 rent monthly. Rent calculation will be based on the first of each month to the last day. The Operator is to make rent payment within ten (10) days of the last day of the preceding month. If the Operator is delinquent for 10 days or longer in paying rent, the Operator shall pay a \$25 late fee (subject to change), accrued monthly until the payment is made in full.

If the City exercises the an option year with the Operator, the City and Operator will review the revenue and operating costs of the snack bar to determine the next years rent. Rent increases will not exceed 50% of the previous year, so the maximum rent for year two would be \$150 and the maximum rent for year three would be \$225 per month.

The City will provide electricity, heat and air conditioning (as provided in the entire building) and trash disposal for the snack bar. A City telephone will be provided to receive call orders, but no long distance outgoing calls will be permitted.

## COMPARATIVE CRITERIA

Proposals from contractors who meet or exceed the minimum criteria will be evaluated and rated on the basis of the following comparative criteria. The city reserves the right to ask any respondent to provide additional supporting documentation in order to verify its response.

Ratings of Highly Advantageous (HA); Advantageous (A); Not Advantageous (NA); or Unacceptable (U) will be given to each of the following criteria for each respondent. A composite rating will then be determined. A composite rating of Highly Advantageous or Advantageous may be assigned only if a proposal has received at least one such rating among the criteria listed below.

To the extent that an Evaluation Criterion requires the certification of fact, the proposer's certification as to that fact shall be an adequate response provided, however, that on request the proposer shall provide to the City such evidence as the City may request to support that fact.

Proposals which meet the Minimum Criteria will be evaluated based on the following comparative criteria:

### 1. Experience and Qualifications.

A. Number of years proposer, has in the restaurant or food service industry:

**Highly Advantageous** – 3 or more years  
**Advantageous** - 2 years  
**Not Advantageous** - less than 1 years

B. Number of accredited food preparation or Serve Safe certified courses or programs completed by proposer:

**Highly Advantageous** – 3 or more  
**Advantageous** - 1-2  
**Not Advantageous** - none

C. Number of citations for food safety received in any other proposer-managed food service enterprise.

**Highly Advantageous** – none  
**Advantageous** - 1-2  
**Not Advantageous** - 3 or more

### 2. Standard Menu Variety.

A. Breakfast menu:

**Highly Advantageous** – 4 or more healthy and good quality breakfast selections  
**Advantageous** - 3 healthy and good quality breakfast selections  
**Not Advantageous** - less than 3 healthy and good quality breakfast selections

B. Lunch menu:

**Highly Advantageous** – more than 5 healthy and good quality selections  
**Advantageous** - 5 healthy and good quality lunch selections  
**Not Advantageous** - less than 5 healthy and good quality lunch selections

C. Beverages:

**Highly Advantageous** – includes additional beverage selections

**Advantageous** - includes all the identified beverage types

**Not Advantageous** - does not include all the identified beverage types

D. Dessert and snack items:

**Highly Advantageous** - 1 dessert and 4 snack items (2 healthful options & 2 fresh seasonal fruits)

**Advantageous** - 1 dessert and 4 snack items (2 healthful options & 2 fresh seasonal fruits)

**Not Advantageous** - less than 1 dessert and less than 4 snack items (no healthful options/no fresh seasonal fruit)

3. **Optional Daily Specials.**

**Highly Advantageous** – Proposed sample offering includes 1 or more additional selections each day

**Advantageous** - Proposed sample offering meets minimum criteria only and does not offer a daily special

4. **Staffing Requirements.**

**Highly Advantageous** - Food Service Certificate holder shall be on-site for more than 100% of operating hours

**Advantageous** – Food Service Certificate holder shall be on-site for a minimum of 75% of operating hours

5 **Menu Price.**

All proposed food menu prices shall include taxes. Each member of the evaluation committee will make selections from the proposed menu as described below. Each member will be charged with making a particular type of selection (e.g. for breakfast, a baked good and coffee, or for lunch, a daily special and a beverage) and will make consistent selections from each proposers menu. The committee will, as required to ensure accurate comparison, pro-rate menu prices to adjust for different portion sizes.

A. Breakfast: selections will consist of one breakfast item and a beverage (at least one selection will include a hot entree).

**Highly Advantageous** - Average total price of selections: \$4.00 or less

**Advantageous** - \$4.01 and \$5.00

**Not Advantageous** - \$5.01 or higher

B. Lunch: selections will consist of one item and a beverage (at least one selection will be a daily special).

**Highly Advantageous** - Average total price of selections: \$6.00 or less

**Advantageous** - \$6.01 to \$6.50

**Not Advantageous** - \$6.51 or more

- C. Lunch: one selection will be a hot/cold sandwich, chips or fresh fruit, and a beverage.

**Highly Advantageous** - Average total price of selections: \$6.00 or less  
**Advantageous** - \$6.01 - \$7.00  
**Not Advantageous** - \$7.01 or more

- D. Dessert and Snack Items:

**Highly Advantageous** - Average total price of selections: \$1.00 or less  
**Advantageous** - \$1.01 to \$2.00  
**Not Advantageous** - \$2.01 or higher

6. **Proposed Business Plan.**

- A. Hours of operation:

**Highly Advantageous** - Provide hours of operation from 7:30 a.m. to 2:30 p.m.  
**Advantageous** - Proposals which provide a shortened operating schedule (closed between breakfast & lunch periods) but still provide full service breakfast and lunch periods  
**Not Advantageous** - proposals which include a shortened operating schedule (closed between breakfast & lunch periods) and only partial service hours during either breakfast or lunch periods  
**Unacceptable** – proposals that do not offer breakfast and lunch hours