



## **HIGHLINE SCHOOL DISTRICT 401**

### **VENDING MACHINES Highline School District No. 401**

**RFP #17/18-1**

Release Date:  
May 29, 2018

**PROPOSAL DUE DATE  
June 12, 2018**

**2:00 PM PST (Pacific Standard Time)**

*A path to success for every student*

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## I. INTRODUCTION

The Highline School District No. 401 is seeking Proposals from qualified vendors to provide, install and support a comprehensive and complete full-service beverage and snack vending solution for the sale of beverages and snacks in Highline School District No. 401.

This RFP contains instructions for submitting a bid, the procedures and criteria by which a contractor will be selected and the contractual terms by which the District proposes to govern the relationship between it and the selected contractor.

The District intends to augment its existing cafeteria food service and snack and beverage sales. Weekend and holiday food needs at the schools are entirely supplied by these machines. *However, vending hours may differ with each school.*

The District appreciates your consideration of this RFP and looks forward to receiving your proposal.

Highline School District No. 401 provides equal access to its programs and services for all people without regard to race, creed, color, religion, national origin, age, gender, sexual orientation, marital status or disability. If you require special assistance for this information in an alternative format, please contact Tracey David, Purchasing Specialist, and 206.631.3202.

The quality and variety of the food and beverages served will be important considerations in the award of this RFP as well as the cost to the District schools.

In evaluating RFP responses, the District will award points to each Proposer response up to the maximum points that are listed for each of the four following criteria:

Revenue (fees paid to District)	20 Points
Pricing	20 Points
Variety of beverage, food and snack items	25 Points
Service equipment and references	<u>35 Points</u>
	100 Points

## II. BACKGROUND INFORMATION

Highline School District No. 401 is comprised of four (4) middle school locations, ten (10) high school locations, and (1 ) administrative office. Of note, there are also eighteen (18) elementary schools in the District with vending machines in staff lounges only.

The schools included in this proposal and the approximate number of students currently enrolled is as follows:

<i><b>Middle Schools</b></i>	<b>Enrollment</b>	<i><b>High Schools</b></i>	<b>Enrollment</b>
Cascade	570	Tyee	1017
Chinook	561	Evergreen	948
Pacific	627	Aviation	406
Sylvester	657	Big Picture	180
		Highline	1192
		Mount Rainier	1631
		Puget Sound Skill Center	265
		New Start	97

Student enrollment numbers are approximated for the month of October 2017 and are subject either to increase and decrease during the year. Enrollment numbers are stated only for the purpose of estimating usage.

The aggregate gross vending sale for the District locations was \$40,389 for 2016-17 school year. This information is strictly to be used as a guideline in your response, it is **NOT** intended as a guarantee of sales and the Proposer must participate in this RFP based upon their own projection of the value of the account.

It is the District's vision to partner with the successful Proposer to not only provide the products, but also incorporate a marketing program that will appeal to the demographics of our schools and increase vending sales and revenue.

Currently vending is not permitted during the schools' lunch periods. This pertains to machines located in the cafeteria. We understand this does restrict competition.

Information about the Highline School District No. 401 can be obtained on the web at [www.highlineschools.org/purchasing](http://www.highlineschools.org/purchasing)

## NUTRITIONAL POLICY

Highline School District No. 401 has made a commitment to the health of our students by adopting School Board policy 6700 governing the sale of snack and beverages on school grounds. For the full policy, see School Board policy 6700 (<https://www.highlineschools.org/domain/1147>).

The Highline Public Schools Nutrition Standards and Guidelines (6700P) is referenced below:

Category	Procedures	Rationale	EXAMPLES: Acceptable/ Unacceptable Products/Practices	Recommendation /Notes
<b>General guidelines for competitive food &amp; beverage sales</b>	All food that is sold, provided and consumed during the school day (defined as midnight to 30 minutes after the end of the official school day) <i>must</i> meet the nutrition standards.	Students should have the opportunity to make healthy food choices at school. The school environment should model healthy food choices.	<b>Acceptable:</b> All food sold during the school day on school campus meets the competitive food & beverage standards. This includes student stores, vending machines, the classroom and fundraisers. <b>Not acceptable:</b> Selling food & beverages that do not meet the standards.	<b>See the General Standard for Competitive Food re: specific guidelines on foods.</b>
<b>Competitive foods covers all foods and beverages. Competitive foods are defined by USDA as any food in competition with school meals.</b>	All competitive food items must: Meet the nutrient standards Be a grain product containing 50% or more whole grains by weight or have whole grains as the first ingredient Have as the 1 <sup>st</sup> ingredient one of the non-grain main food groups (fruit, vegetables, dairy or protein foods) Be a combination food that contains at least ¼ cup fruit and/or vegetable	Students should have the opportunity to make healthy food choices at school. The school environment should model healthy food choices.	<b>Acceptable:</b> Whole grain pretzels, whole grain crackers or cookies <b>Not acceptable:</b> Regular cookies	<b>Grain items must be 50% or more whole grains by weight or have whole grains as the first ingredient. Sugar-free gum is exempt.</b>
	<b>Calories (NEW)</b> Snack items and side dishes sold a la carte must be ≤ 200 calories per item as served, including any added accompaniments Entrée items served a la carte must be ≤ 350 calories per item served including any added accompaniments.			<b>Entrée items served as an NSLP or SBP entrée are exempt on the day or day after service in the program meal. *Accompaniments include salad dressings and condiments.</b>
	<b>Total Fat:</b> Less than or equal to 35% of calories from total fat. Nuts, seeds, popcorn and cheese exempt.	High-fat foods add unnecessary calories to the diet.	<b>Acceptable:</b> Baked potato chips, pretzels, some popcorn, reduced-fat/whole grain commercial cookies <b>Not acceptable:</b> Regular potato chips,	<b>Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the total fat standard.</b>

Category	Procedures	Rationale	EXAMPLES: Acceptable/ Unacceptable Products/Practices	Recommendation /Notes
	<b>Saturated Fat:</b> Less than or equal to 10% of calories. Nuts, seeds, popcorn and cheese exempt. <b>Trans Fat:</b> No trans fat.	Foods that are high in saturated fat increase the risk of coronary artery disease.	fried French fries, many retail and/or commercial pizzas	<b>Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the total fat standard.</b> <b>Reduced fat cheese is exempt from the saturated fat standard.</b> <b>Combination products are not exempt and must meet all the nutrient standards.</b>
	<b>Sodium</b> Less than 230 mg sodium per item served. Effective 7/1/16, snack and side dish items sold a la carte must be ≤ 200 mg sodium per item as served. Entrée items sold a la carte must be ≤ 480 mg sodium per item as served, including any added accompaniments.		<b>Acceptable:</b> Lower sodium soups <b>Not acceptable:</b> Ramen noodles	
	<b>Added Sugar:</b> Less than 35% of calories per serving, excluding naturally occurring sugars from fruits, vegetables and dairy ingredients.	Foods that are high in sugar add unnecessary calories to the diet and promote development of dental caries and displace key nutrients.	<b>Acceptable:</b> Some granola bars, animal crackers, graham crackers, some gelatin desserts, some frozen fruit bars <b>Not acceptable:</b> Some cookies, candies, and granola bars	<b>Dried whole or pieces of fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard.</b> <b>Dried whole or pieces of fruit with nutritive sweeteners that are required for processing and/or palatability (cranberries, tart cherries, blueberries) are exempt from the sugar standard.</b>
<b>Beverages</b>	<b>100% juice</b> Carbonation acceptable.	Fruits & vegetables provide important nutrients, but intake should be limited because fruit juice is high in sugar	<b>Acceptable:</b> 100% vegetable juice, 100% fruit juice, Carbonated juice, no added sweeteners <b>Not acceptable:</b> Punch or other beverages (not 100% fruit juice), Juice cocktails or blends	<b>Elementary size limits:</b> <b>-Water – no limit</b> <b>-Milk ≤ 8 oz</b> <b>-Juice ≤ 8 oz Middle school size limits:</b> <b>-Water – no limit</b> <b>-Milk ≤ 12 oz</b> <b>-Juice ≤ 12 oz High school size limits:</b> <b>-Water – no limit</b> <b>-Milk ≤ 12 oz</b> <b>-Juice ≤ 12 oz</b>
	<b>Water</b> *Container size is unlimited	Water is important for proper hydration.	<b>Acceptable:</b> Bottled water, carbonated water, unsweetened water	
	<b>Milk</b> Limited to fat free or 1% milk. Fat free flavored milk acceptable.	Milk provides important nutrients such as protein, calcium and Vitamin D.	<b>Acceptable:</b> Fat free milk (flavored and unflavored), 1% unflavored (12 oz) <b>Not acceptable:</b> Whole and 2% milk, 16 oz bottles.	
	<b>Electrolyte and Sport Drinks</b> Container size limited to 12 oz. Must be ≤ 40 calories.	Bottled Sport drinks may be needed for athletes but can also be high in sugar	<b>Acceptable:</b> Low calorie Gatorade or Powerade up to 12 oz or sugar free beverages up to 20 oz. <b>Not acceptable:</b> Regular sports drinks	

Category	Procedures	Rationale	EXAMPLES: Acceptable/ Unacceptable Products/Practices	Recommendation /Notes
	<b>Specialty Drinks (i.e. Italian soda, Hot chocolate, Chai tea, Smoothie, Packet tea, Iced tea, Coffee, Mocha, Latte, Americano)</b> Container & cup size limited to 12 oz. Add-ins must meet sugar and milk standards.	Espresso stands can provide students with marketing skills, but too much sugar, fat, and caffeine is not recommended for good health.	<b>Acceptable:</b> Sugar-free flavor & fat-free half-and-half, unsweetened iced tea, smoothies that meet sugar & juice guidelines. <b>Not acceptable:</b> Grande mocha with 3 pumps of chocolate flavoring, bottled, commercial iced tea	<b>Elementary and Middle Schools: Food and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances.</b>
<b>Beverages Eliminated</b>	<b>Soft drinks</b> Regular, diet, and caffeine-free soft drinks are not allowed.	Eliminates beverages with little nutritional value that replace more healthful alternatives	<b>Not acceptable:</b> Pop, diet Pop	
	<b>Bottled Energy drinks and other caffeinated beverages</b> Coffee and tea must meet standards for specialty drinks.		<b>Not acceptable:</b> Frappuccinos, energy drinks	
<b>Food in the classroom</b>	Occasional class parties and celebrations are encouraged to follow the competitive food and beverage guidelines.	Food in the classroom adds to the daily calorie intake for children, and displace healthier foods. .	<b>Encourage:</b> Parents bring birthday snacks or prizes on the same day once/month or use non-food rewards. <b>Discourage:</b> Food and snacks are provided whenever a birthday occurs. Classroom celebrations that involve food happen more than once per month.	

Carbonated beverages may be vended in faculty lounges.

Proposers' product list must be in compliance with the Highline School District No. 401 Nutrition policy and procedure, 6700 and 6700P.

Prior approval must be obtained from the Nutrition Services Department before machines and/or product are added or deleted. The District has the right to reject any product.

If there are changes in the product guidelines, the Proposer agrees to comply with changes in all appropriate machines in a time frame not to exceed two weeks after notification by the District.

### III. INSTRUCTIONS FOR PROPOSERS

Interested Proposers can obtain the RFP from the district's RFP coordinator or download the proposal documents from the Highline School District Website, <http://www.highlineschools.org/purchasing>. Proposers are cautioned to provide in their proposals as much detail as possible pertaining to their capabilities and experience to the services requested in the proposal. The specifications, characteristics and requirements listed in the RFP are in no way to be considered exhaustive. However, vendors should limit the promotional materials submitted to a reasonable level no more than 25 pages total, including the bid response.

At a minimum, each proposal must contain the following items:

1. Cover letter and company profile, including full legal name, federal tax I.D. number, address, phone, fax number, email address, and a description of your company's background.
2. Current contact and background information about representatives to be assigned to the District.
3. A management plan to collaborate with the Highline School District No. 401 staff for the planning, scheduling and successful installation and implementation of a full-service vending contract. Your plan should address, at a minimum, terms and conditions as.

It is essential that the District be able to easily match a vendor's response with the requirements for proposal. This RFP and its format should be incorporated into the actual response, using an electronic form of this RFP to organize the proposal. Where asked, indicate compliance and/or note any exceptions to the requirements and provide responses to any questions that follow.

- a) **Bid Submission** – One signed original proposal and three (3) printed copies and an electronic proposal. The electronic proposal can be in the form of a CD. The proposals must be submitted on 8-1/2 x 11 inch paper, with some type of binder to keep the paper in order (no staples, please).
- b) **Pre-printed materials**- Foldouts for charts, tables, spreadsheets, and single-line diagrams are acceptable. Pre-printed materials, such as brochures or technical documents, may be included, but whenever possible should be placed within the bound proposal.
- c) **Identification** –The proposal must be completely sealed, marked on the outside as "Vending Machines" and must include the signed original and **three (3)** copies, as well as the electronic version of your proposal. Proposals must also clearly indicate the RFP number, District Purchasing specialist's name, proposal due date and time, as well as, the Proposer's name address, and email address.

**d) Return sealed proposals to:**

Highline School District No. 401  
Proposal No: 17/18-1 Vending Machines  
Attention: Tracey David, Purchasing Specialist  
15675 Ambaum Boulevard SW  
Burien, WA 98166



**e) Proposal Due Date:**

**On or before June 12, 2018, 2:00 PM Pacific Standard Time.** Proposals received after this time and date will not be considered and will be returned unopened.

**f) Proposer's responsibilities:**

Contractor shall examine and understand this entire document and seek clarification from the Purchasing Specialist, if required, pursuant to WAC 236-48-013. Negligence in preparing a Proposal does not give a right of withdrawal after Proposal opening.

Become familiar with and abide by current federal laws, state and local statutes, regulations and ordinances that could impact pricing or performance.

Visit service location to become familiar with and verify any environmental factors, which may impact current or future pricing for this requirement.

**1. INQUIRIES**

All questions related to this RFP shall be directed to:

Tracey David, Purchasing Specialist  
Highline School District No. 401  
15675 Ambaum Boulevard SW  
Burien, WA 98166  
Phone: 206.631-3057, Fax: 206.631-3382  
[Tracey.David@highlineschools.org](mailto:Tracey.David@highlineschools.org)

Specific questions concerning the RFP must be submitted in writing via e-mail to the Purchasing Specialist on or before June 5, 2018, 3:00 pm Pacific Daylight Time. All relevant questions and answers will be distributed to all participating vendors in an addendum form and will also be published at the Highline School District website: <http://www.highlineschools.org//Purchasing> by June 6, 2018. For proposers that download the RFP from the Highline School District website, make sure to check the website on June 6, 2018 for any addendums, questions and answers.

Vendors who seek information, clarification or interpretations from anyone other than the above-mentioned contact are advised that such material is used at the Proposer's own risk and the District shall not be bound by any such requirements.

**2. WITHDRAWAL OR MODIFICATION OF PROPOSAL**

- a)** Prior to submittal, Proposal changes from an authorized company representative shall initial modifications in ink.

- b) After submittal, at any time prior to the specified Proposal due date and time, contractor may withdraw the Proposal if such a request is submitted in writing (email is acceptable). Proposal modifications must be made in writing prior to Proposal opening date and time.
- c) After Proposal opening Proposal shall not be altered, amended or withdrawn.

### 3. PUBLIC DISCLOSURE

Supplier should clearly identify any material that constitutes valuable formulae, designs, drawings, and research data claimed to be exempt from public disclosure RCW 42.17.310, along with a statement of the basis for such claim of exemption. Pricing and entire bid packages are not considered proprietary. The agency will attempt to give notice to the supplier of any request for disclosure of such information. Failure to so label such materials or to timely response after notice of request for public disclosure has been given shall be deemed a waiver by the submitting supplier of any claim that such materials are, in fact, so exempt.

### 4. CONTRACT FORMATION

Your response to this RFP is an offer to contract with the District. An RFP response becomes a contract when officially accepted by the District as evidenced by issuance of a completed Section VII, "Offer and Contract Award".

### 5. SCHEDULE OF EVENTS:

The estimated schedule of events through initial implementation is outlined below:

<b>May 29, 2018</b>	Release of RFP
<b>June 5, 2018</b>	Deadline for questions from Proposers
<b>June 6, 2018</b>	All questions will be answered to all responsive Proposers and will be posted on the Highline School District website.
<b>June 12, 2018</b>	Sealed proposals due on or before June 12, 2018 2:00 PM, Pacific Standard Time. Proposals received after this time and date will not be considered.
<b>June 13-15, 2018</b>	Proposals reviewed, evaluated, scored.
<b>June 18, 2018</b>	Apparent Successful Proposer(s) identified and proposal awarded pending Board Approval ( <i>*The District reserves the right to extend the award date, if required.</i> )
<b>June 26, 2018</b>	Board Meeting and Approval
<b>June 27, 2018</b>	Final Proposal award

### 6. Response Method

The RFP response must be received in the Business Services no later than June 12th, 2018, 2:00 PM, Pacific Standard Time. The RFP response may be delivered in person, by the U.S. Postal Service, Courier or other means of transportation to the mailing address. Clearly marked on the

outside “BID DOCUMENTS ENCLOSED” and the bid number( RFP #17/18-1). The District is not responsible for lost, stolen or misdirected mail, nor the method or timeliness of delivery. Postmarks do not meet the requirement for an RFP response to be in the Business Services by the specified date.

#### **IV. GENERAL SPECIFICATIONS & TECHNICAL SPECIFICATIONS**

##### **1. Contract Period**

Any contract(s) awarded as a result of this RFP is for a one year term with the option of four (4) renewals each for a one (1) year term subject to mutual acceptance. The maximum contracting period resulting from the award of this RFP with all renewals is five (5) years.

##### **2. Limited Exclusive Right**

The District will grant the Contractor the limited exclusive right and privilege, subject to applicable laws and regulations, to install and operate vending machines for the sale of hot beverages, food or snacks on District-owned or managed facilities. In the case of multiple contracts being awarded, the contracts will be for specific products and /or locations. If the Contractor does not want or cannot service a designated area, the District reserves the right to cancel the contract or allow a third party to service that area. Additional locations or changes in existing service beyond those initially listed herein may be negotiated as required.

##### **3. Multiple Awards**

The District reserves the right to award multiple contracts if a single vendor cannot meet the District's needs or if the District's interests would be better served by the awarding of multiple contracts.

##### **4. Vending Machine Specifications**

Minimum specifications for vending equipment:

- a) All vending equipment shall be UL listed, designated, constructed, installed and operated in accordance with the standard of the National Sanitation Foundation, the National Automatic Merchandising Association, U.S. Public Health Service Vending of Food and Beverage Code and WAC 296.24.
- b) All vending machines shall meet Section 504 of Federal Handicapped requirements in that all controls are located between two feet and four feet from ground level. Equipment must have signage installed on or near the equipment to meet the needs of our students, i.e. Braille markings.
- c) The electrically operated machines shall be double insulated or grounded. All machines must be properly secured to the facility in a manner to avoid injury and damage. Please explain how your vending machines are secured to assure student safety. District facility staff must be consulted prior to affixing anything to District property to assure compliance with District safety requirements.
- d) All vending machines must have the ability to accept both coins and bills (no foreign currency). Vending machines which have a credit/debit card reader must also have the ability to vend with both coins and bills.
- e) The District prefers newer technology that monitors sales and commissions through a hand-held computer or some other type of electronic mechanism for monetary accounting; thus eliminating the need for "hands-on" money accounting and the potential misappropriation of funds.

The District requests an internet desk top monitoring and maintenance software system to manage our accounts. If internet access is required for the electronic transmission of data, the vendor will be responsible for the placement of data cables at each machine, under the direction of the District's Technology Director and facilities manager.

The District requests the software solution to be able to monitor usage, content, fill rate, etc. in "real-time" through some form of technology to eliminate the need to physically inspect machines for this information.

Proposer must be able to provide "line item" reporting of sales. The District wants the ability to connect to the internet to view consolidated reports per machine, per site, per stocked items in real time.

Please describe your software program in detail.

- f) Any RFP response which proposes to use a debit card system must present evidence of how debit card sales will be tracked and reported as cash sales to the District's satisfaction. Vending machine revenue generated through card reader sales will be totaled by the Vendor and be remitted to the District via check payable to the District.

All sales are to be reported on a "gross sales" basis. Vending contractor shall be responsible for all debit/credit card fees; these fees shall be considered a cost of doing business and **not** an adjustment to the revenue for reporting commissions and rebates.

- g) Replacement of existing machines or additional machines may be required as facilities are expanded or volume of sales increase or decrease. The replacement machines must meet the same specifications as the machines installed at the commencement of the contract or the then current regulations.
- h) The District is concerned about the appearance of the vending equipment. Prior to the installation or replacement of any vending equipment, the contractor will submit photographs or catalogs of the recommended unit(s) for approval by the District.
- i) The final decision on where vending machines will be located rests with the District in consultation with the vendor.
- j) Proposer's machines must all have non-resettable cash meters for reporting sales.
- k) The District is very interested in sustainability. Machines must have at least 10% better energy performance vs. Tier 2 Energy Star rated. Twenty-four (24) hour, seven (7) day scheduling capability. Schedules must be programmed with in two weeks of installation.

## **5. Contractor Responsibilities**

Machine Installation Contractor shall provide and install all vending machines and ancillary equipment at its expense, including any necessary hookups. Any work involving drilling, wiring

or other direct interface with District facilities must be coordinated and approved in advance by the District's Facilities Manager and Technology Manager.

Machine Ownership Contractor shall retain title to all machines installed on District property.

Machine Support Contractor shall furnish all machines and ancillary equipment specified and provide all labor, supplies, materials, supervision, change funds and products to fill and maintain all vending machines provided under this agreement for vending sales to students, faculty, staff and visitors. All repairs to machines and vandalism are the responsibility of the vending company and are to be completed within four hours of notification of equipment malfunction. Same-day service is to be the norm. Machines that cannot be repaired on site within three business days are to be replaced with a fully functional machine, similar to the unit being replaced.

Machine Changes Any proposed addition, removal or location change of vending machines shall require the prior approval of the District.

Machine features Machines shall be presentable in appearance and of sufficient capacity to provide continuous service. Machines shall be new or not less than three years old (from date of contract award).

Machine Power Efficiency To minimize power usage, all lights shall be removed from conventional machines upon installation. Glass-front machines must have LED lighting and lighting low-power modes.

Product Mix/Quality Initial determination of any subsequent change of products to be offered for sale shall be subject to advance approval by the District. In addition, the District may require product change at any time based on quality, sales, customer request, or related customer service issues, which may arise.

Product Selling Prices the District must approve initial selling prices and subsequent proposed changes in prices set for existing or new products in advance.

Separate Entity Contractor shall make all purchases in its own name and shall not attempt to bind the District in its contractual agreements in any way.

Liability for Contractor Equipment the District shall not be held liable for loss, theft or damage to machines, equipment, tools, materials, supplies, merchandise or personal property of Contractor or its employees located on District property.

Machine Removal Cleanup In the event any or all machines are removed from the District for any reason, or relocated to another area of the District, Contractor shall restore the vacated machine location(s) to the state and condition in which they existed at the time of original installation.

## 6. Service

## 35 Points

Please indicate your plan or schedule for fulfilling this requirement. You may submit an alternate schedule as part of your response.

A minimum plan will achieve the following:

- a) Vending machines will be maintained with fresh products, particularly those with cold food items that could spoil or become stale.
- b) All products will be pulled on or before the expiration date to maintain high quality and freshness.
- c) Vending machines will have a “full” appearance; large gaps in the product supply are not acceptable. This may mean that some products will need to be replaced daily, depending on demand.
- d) Vending machines will provide a variety of options for the purchasers. The limiting of selection to a single type of product is not acceptable.
- e) Cold food vending machines must contain a minimum of 75% meal type items. Healthy foods must be identified with a recognized symbol such as a red heart. Refrigerated machines must have thermometers to guarantee that proper temperatures are maintained for food safety.
- f) Vendor must provide and support a variety of pre-packaged frozen food products including ice cream and meal entrees.

***Please attach additional page(s) with your listing of all products, serving size, nutritional content, and selling prices available in this vending category.***

- g) Vendor shall provide at the minimum a machine with the following features and capabilities:
  - Capability to dispense and support a variety of frozen products as described above.
  - Provide flexibility to accommodate a variety of package sizes.
  - Adaptable to dispense small or large products from any shelf.
  - Provide coin and dollar bill changer (additional capability to handle dollar coins preferred).
  - Provide a software solution to allow real-time monitoring of use, content, fill rate, revenue, etc. per machine and location.
  - See general vending requirements above
  - All machines must have timers and ONLY operate on the timeframe designated by the District.
  - Responsibility for passing health inspection for refrigerated machines holding and dispensing entrees is the total responsibility of the vendor.
  - Entrée items must have pull dates clearly indicated on the products. The pull dates should coincide with the route service dates to assure the freshest products.
  - Please indicate which products are produced at your production facilities, as well as those products that are prepared in a non-USDA inspected facility.
  - **Inspections.** The District shall have the right to inspect, prior to or after the award, the preparation facilities where entrée products are prepared by the vendor with a one (1) day notice. In addition, the District will inspect the vendor’s preparation facilities annually, at a minimum.

- **Furthermore**, the vendor should be prepared to share its HAACP procedures at any time for those products it prepares.
- h) Hot Beverage Vending Machines must provide and support a variety of product types including regular coffee, decaffeinated coffee, an assortment of other coffee products (such as Café Mocha, Cappuccino, etc.) and hot chocolate. All hot beverages must be in compliance with the District Nutritional Guidelines. Products shall be provided in at least two sizes, regular and large.  
***Please attach additional page(s) with your listing of all products, serving sizes and selling prices available in this vending category.***
- i) Vendor must supply, at the minimum a machine with the following features and capabilities:
- Able to dispense and support a diverse product selection as described above.
  - Able to dispense at least two drink sizes.
  - Provide coin and dollar bill changer (additional capability to handle dollar coins preferred).
  - Allows user-selectable variation in product strength, sweetener, cream, etc.
  - Provide a software solution to allow real-time monitoring of use, content, fill rate, revenue, etc. per machine and location.
  - See general vending requirements above.
- j) Snack Food Vending must provide and support a mix of prepackaged non-refrigerated snack food products. These products must comply with the nutritional standards established by Highline School District No 401 Nutritional Standards and Guidelines.  
***Please attach additional page(s) with your listing of all products, serving sizes, nutritional analysis, and selling prices available in this vending category.***
- k) Vendor must supply, at the minimum a machine with the following features and capabilities
- Able to dispense and support a variety of snack products as described above.
  - Provide flexibility to accommodate a variety of package sizes.
  - Provide coin and dollar bill changer (additional capability to handle dollar coins preferred).
  - Provide a software solution to allow real-time monitoring of use, content, fill rate, revenue, etc. per machine and location
  - See general vending requirements above.
- l) Contractor is to work with the District designated administrator(s) to establish a schedule for deliveries.  
**The District wants to have service available Monday through Friday throughout the year; times to be determined at each site.**  
The repair of malfunctioning equipment is expected shortly (no later than four (4) hours after it is reported to the contractor). Same-day service is to be the normal procedure whenever possible. Machines that cannot be repaired on site within three business days are to be replaced with a similar machine.



- m) Contractor will empty each machine of money at least once each week.
- n) Contractor will maintain bill changers at a 95% service level on a daily basis. The bill changers will have the capacity to accommodate users 24 hours a day, 7 days a week.
- o) The contractor will supply and maintain an adequate petty cash fund for on-site refunds to be made for problems with the machines. This fund will be replenished on a schedule to guarantee that it is sufficient for needs. A petty cash fund will be needed at each unique address of vending service. In addition to petty cash, the Contractor must post on every machine a method for refunds after the District's regular business hours.
- p) It is of paramount importance to the Highline School District No. 401 that our students and staff are protected on school property. Personnel assigned to the schools for service or repair of vending machines must report to school personnel upon arriving at the site for clearance and obtain a visitors pass. Personnel shall be uniformed and carry identification when servicing machines under this contract. Personnel assigned to schools must not be previously convicted of crimes against children and are subject to a Washington State Patrol Background check at the District's discretion. The costs of any requested background checks shall be borne by the Contractor.
- q) Existing contracts: Some schools are presently operating under contracts that are either month-to-month or expired.
- r) Representative: A representative must be assigned to the Highline School District No. 401 account. This representative will collaborate with the District to schedule implementation of equipment, coordinate approval of any new products that become available during the life of the contract, and troubleshoot any service or quality issues that arise during the life of the contract.

## **7. Recycling**

The District is very interested in environmental issues. Please include information on your company's recycling program(s) and references that are using your company's recycling program(s). Include your cost to provide recycling services. Also, include a cost break out for each type of recycling service, i.e. aluminum, glass, plastic, etc.

## **8. Variety of Beverage, Food and Snack Products                      25 Points**

Please provide a list of products that are available for your company to vend. Include in your plan healthy foods and a way to identify such.

The product mix will be coordinated with each school, depending on the culture of that school. All products must be fully compliant with Highline School District No. 401 Nutritional Policy, as it stands at the inception of the contract and as it is modified in the future. In order to verify a product is acceptable, vendors are encouraged to have products evaluated by the Director of Nutrition Services. Placement of products outside the District's nutrition policy will be immediately removed. Multiple violations of our nutrition policy will result in a termination of this contract.

**9. Pricing 20 Points**

Proposers will list products offered, vend unit/serving size, and price per vend unit. It is the District's intent that the pricing of menu items will be appropriate to the market and competitive with off-campus vendors within the local area.

Changes to a contractor's menu pricing structure, after the award of this RFP, may be negotiated at the renewal points of the contract. The vending contractor can modify and change pricing with a written notification to the District for those items the vendor wishes to adjust. Price adjustments due to sudden, or significant, market change must be submitted in writing with supporting documentation to the Contract Administrator for approval. This notification must be received at least 45 days prior to implementation if the requested change is approved, the Director of Business Services will issue a change order or amendment.

**10. Compensation 20 Points**

Proposers will respond to this section by indicating the method and amount of compensation that the District will receive. This compensation may be based on a commission guarantee, yearly or monthly (vendors offering a fixed yearly fee would pay the fee at the beginning of the contract period), or a percentage of the gross sales (less sales tax), or other forms of compensation.

Methods involving a percentage of the net sales after expenses as the *primary* compensation are ***not*** acceptable. The District will review all offers for projected revenue and benefit to the District for the duration of the contract.

**11. Commission Statement and Payment**

Proposers shall detail their proposed collection and remittance schedule. Specific format of the commission's statement along with computational details is subject to District approval. The commission statement will be reconciled to the registered readings of the cash accountability meters every month by machine and location. Any malfunction of the non-reset cash accountability meters must be reported immediately to the District. Please submit a sample of your collection and remittance schedule as an attachment.

a) Collection intervals may not exceed thirty (30) days. If monthly commission payments are not received by the District on the due date in the remittance schedule prescribed above, the unpaid commission shall accrue daily interest at the lesser of (a) one and ½ percent (1.5) per month or (b) the highest contractual interest rate allowed at the time by the State of Washington. All such amounts shall be calculated monthly and shall be due and owing in the same timed as payments hereunder.

b) Two failures to remit commission payments to the District on the date prescribed above or failure to remit the late commission by the fifteen-calendar day of the month will be considered justification for contract termination.

c) A copy of the commission statement, detailing line item reporting, corresponding to the amount on the commission check must be attached to the commission check and sent to the contract administrator.

**12. Meetings**

The District will schedule a minimum of one (1) meeting per calendar year with the Contractor(s) to ensure that this contract complies with all terms and conditions of the contract by both parties. Either party may schedule additional meetings as the need arises. The meetings will be scheduled with a letter or email to the affected parties, to include required participants and agenda.

**13. Utilities**

The District will provide electrical service to designated locations without cost to the Contractor. However, the District will not be liable for equipment or product damage due to an interruption of service beyond its control. Any other utility requirements will be subject to negotiations between the Contractor and the District

**14. Maintenance**

The District will keep the area around the vending machines in a clean and neat order. The Contractor is required to move equipment a minimum of once every six months to insure cleanliness and sanitation of the area. This will occur during winter, spring or summer breaks in coordination with the District's building administrative and custodial personnel.

**15. Licenses and Permits**

The contractor is required to comply with all provisions of federal, state, and local laws and ordinances governing these operations. The contractor will procure and provide the District with copies of all licenses and permits required to operate the vending machines in the designated locations. The necessary licenses and permits procured by the contractor are at the contractor's expense

**16. Taxes**

The contractor is responsible for the payment and/or collection of taxes or fees applicable to the operation of the vending equipment such as, but not limited to, personal property (the vending and related equipment) and the sales tax on sales through the vending machines.

**17. Purchased Service**

This will be a purchased service type contract. At no time will the contractor's employees represent themselves as an employee of the District.

**18. Insurance (Mandatory Requirement)**

The Contractor will secure and maintain through the duration of this agreement, insurance naming the Highline School District No. 401 District as additional insured at the level described below. The contractor will provide the District with copies of certificates of coverage from the insurance

provider each year upon the renewal of this contract. This will be required once the proposal is awarded.

Workers Compensation insurance as required by the laws of the State of Washington and applicable federal laws.

Comprehensive General Bodily Injury Liability Insurance, with a limit of not less than \$1,000,000 for each person and \$1,000,000 for each accident or occurrence.

Comprehensive Property Damage Liability Insurance with a limit of not less than \$1,000,000 for each occurrence and not less than \$1,000,000 in the aggregate.

Comprehensive Auto Bodily Insurance and Property Damage Insurance on an occurrence basis, with limits of liability of not less than \$1,000,000.

**19. Accidents and Risk of Loss**

Contractor will be solely responsible for accidents and injuries to all persons or property caused by the acts or omissions of its officers, supervisors, agents, or employees. Contractor will assume the entire risk of loss for damage to the vending machines or other property provided by Contractor covered under the terms of this contract. Contractor also assumes the risk of loss to all fixtures, supplies, and the inventory of merchandise for sale, owned or leased by or consigned to the Contractor.

**20. Fidelity Bond**

The Contractor will procure from a surety company authorized to do business in the State of Washington a sufficient fidelity bond covering all of its officers and employees. Said bond shall indemnify the District in the amount of \$40,000 of any losses sustained by failure of the Contractor, its agents or employees to faithfully and honestly deposit and account for all funds which are owed the District. A copy of this bond will be provided to the District at the time of award.

**21. Termination**

Contractual performance will be reviewed with the Contractor in person for compliance with the terms of this contract. The District reserves the right to terminate the contract in whole or in part if the Contractor fails to meet the contract specifications or comply with written instructions given by the District. The District will give Contractor a minimum of 30 days' notice before termination. Specific areas of contractual concern would include, but not be limited to, the following:

- Failure to install District approved equipment
- Failure to follow the commission remittance schedule
- Failure to maintain financial/product accountability/inventory control
- Failure to follow product pricing guidelines

*Specific areas of operational concern would include, but not be limited to, the following:*

- Maintaining product quality

- Maintaining product selection/menu and product rotation
- Maintaining product labeling/dating and sanitation
- Machine maintenance
- Display organizational identification, i.e. vehicle, employee uniform, etc.
- Service response time

**22. References**

We will be looking at past performance as an evaluation tool. Please submit five (5) customer references, relative to quality and dependability of work performed which is similar in scope to specifications in Section V and VI. We reserve the right to interview these references regarding any part of this proposal request.

The District also requests one contact / referral for a previous client that is no longer using your services because they switched to a competitive supplier, or for a competitive process you participated in but did not receive the award. Provide the same information as listed above.

**23. Contract Manager**

Proposals must identify a contract manager who shall be responsible for and shall be the contact person for all communications and billings regarding the performance of the contract. Contract manager information shall include: contract manager's name, phone, fax number, and e-mail address.

## **V. SPECIAL TERMS, CONDITIONS AND SPECIFICATIONS**

### **1. AWARD GUARANTEES**

The District cannot guarantee past performance of sales or customer participation.

### **2. LOCATION, NUMBER AND TYPE OF VENDING MACHINES**

Reference **Attachment A** for current locations and types of vending machines within the District. *(Vendor may suggest other locations and machine types in their proposal for consideration. However, if the vendor wants the District to consider other sites where there is no existing power, water, etc., the vendor will bear the costs of installing the necessary utilities to sustain the vending machine.)*

### **3. INCENTIVES AND PROMOTIONS**

Please describe below any applicable rebates, credits or other incentives to be offered under this contract. Include complete details of the increments in which incentives are earned, which products qualify, the manner of disbursement/release and restrictions on use, if any (attach additional pages if necessary).

Rebates and/or credits provided will only be factored into RFP evaluation if:

- (1) Sufficient detail is provided to measure them incrementally relative to anticipated sales, volumes, and
- (2) They are provided as cash, or as an equivalent monetary credit, which may be used at any time for any reason the District requires.

### **4. LIMITED EXCLUSIVE RIGHT**

The Contractor who is awarded this RFP or any part thereof will be the only Contractor on the District schools to sell their product/brand **EXCEPT** for items offered by the District Nutrition Services or the schools ASB student stores. Efforts will be made by the District to coordinate pricing and product availability between student stores, nutrition services and the vending contractor.

RFP responses, which seek to restrict the brands of products sold on the District campuses, other than from vending machines, may not be considered.

### **5. AWARD - PARTIAL/WHOLE**

This Proposal could be awarded all or partial, i.e. one contractor gets the hot beverage contract and one other gets the snack contract and one gets the fresh food contract. However, the District's preference is to award the contract to one supplier who can provide all of the products and requirements at the most competitive pricing, while ensuring optimum service and quality.

### **6. CONTRACT COMMENCEMENT DATE**

Subject to other contract provisions, the commencement date under this contract will begin after a 30-day notice to the existing Contractor(s), if said Contractor is not the most responsive Proposer, or after acceptance of vending equipment or date of execution, whichever is later.

## **7. AUDIT DOCUMENTATION (Mandatory Requirement)**

Vendor shall provide a statement showing a record of all sales by machine, product, and quantity monthly or more frequently, if the District requests.

Please outline the process that will be used to audit the sales and collection of revenue from the machines.

Vendors will maintain records for a minimum of two years after completion of the contract for review by the District. The District may audit these records with a one (1) day notice to the vendor.

## **8. INTERPRETATION OF CONTRACT**

In the event of an inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and State of Washington statutes and regulations District's Request for Proposal
- Vendor's response to the RFP
- Any other provision, term or material incorporated herein by reference or otherwise incorporated in this contract

## **9. MANDATORY REQUIREMENTS**

All sections that are marked with a point value or marked as a Mandatory Requirement must be addressed in the Proposer's proposal in order to be considered as responsive. No points are awarded for mandatory requirements.

## **10. EVALUATION**

*Maximum 100 points*

Evaluation of the proposals received in compliance with the RFP instructions will be performed for the purpose of selecting a Contractor who best meets the needs of the District's students.

The District will be awarding this proposal on service, cost to the student, as well as compensation to the District and variety of food and beverage selections.

The District may award this RFP to other than the high-Proposer. The District will evaluate the three Proposers with the highest score. Proposers may be called for an interview and presentation based on the initial evaluation of proposals submitted. District representatives will conduct this interview. Before and/or after the interview a visit may be made to sites where the Proposers are currently providing vending service. Additional Proposers may be evaluated if they are within 5 points of the high score. The District will award the points as follows.

### **Compensation (Revenue paid to District): 20 Points**

The Proposer with the highest commission guarantee paid to the District will receive the maximum score of 20 points with the other Proposers receiving a proportionate score based on their proposal divided by the highest proposal.

Proposers will respond to this section by indicating the method and amount of compensation that the District will receive. This compensation may be based on a fixed yearly, quarterly or monthly fee.

Vendors offering a fixed yearly commission rate would pay the fee at the beginning of the contract period; quarterly and monthly rates would be paid at the beginning of each quarter or month.

**Revenue Reporting:**

**Gross Sales:**

*(FOR THE PURPOSES OF THIS CONTRACT, "GROSS SALES" IS DEFINED AS TOTAL SALES DOLLAR RECEIPTS BEFORE ANY AND ALL DEDUCTIONS FOR APPLICABLE TAXES, FEES, AND ALL ASSOCIATED COSTS.) Please provide this breakdown for each type of vending machine. Also delineate how machines are configured; i.e., taxable machines, non-taxable machines, or a combination of both. If a combination method is used, please delineate items as taxable or not taxable in your product listings.*

***Example:***

Gross	\$_____ (from item counts)
Adjustments: Sales tax*	(_____) for taxable items only
Returns	(_____)
Refunds	(_____)
Net Sales	\$_____

a. **Hot Beverage Machines:**

Gross Sales minus \_\_\_\_\_% taxes/fees=Net Sales

b. **Snack Food Machines:**

Gross Sales minus \_\_\_\_\_% taxes/fees = Net Sales

c. **Frozen Food Machine:**

Gross Sales minus \_\_\_\_\_% taxes/fees = Net Sales

**Percentage Quotation:** Based on the percentage calculation identified in the above section, Contractor will pay the District firm commission remuneration rate percentages as follows:

a. **Hot Beverage Machines:**

\_\_\_\_\_%  
\_\_\_\_\_%  
\_\_\_\_\_%

b. **Snack Food Machines:**

\_\_\_\_\_%  
\_\_\_\_\_%  
\_\_\_\_\_%  
\_\_\_\_\_%

c. **Frozen Food Machine:**

\_\_\_\_\_%



d. Ice Machine  
\_\_\_\_\_ %

To simplify the District's internal charge back process, we request that commissions be broken out into two separate categories: (1) Machines located in each school cafeteria and (2) machines located throughout each school. Below is an example of this configuration. Please provide a sample of your revenue reporting to demonstrate how your company can accommodate this request.

School	Cafeteria Machines No.	Commission For Cafeteria	Building Machines No.	Commission For ASB
<b>Tyee HS</b>	12345	\$135	89101	\$500
	98102	89	556602	999
	<b>TOTAL</b>	<b>\$224</b>	<b>TOTAL</b>	<b>\$1,499</b>
<b>Mt. Rainier HS</b>	55123	500	55666	135
	89412	125	123699	233
	<b>TOTAL</b>	<b>\$625</b>	<b>TOTAL</b>	<b>\$368</b>
<b>Evergreen HS</b>	22358	422	333333	405
	359877	1000	123456	369
	<b>TOTAL</b>	<b>\$1422</b>	<b>TOTAL</b>	<b>\$774</b>

**Pricing:**

**20 Points (Cost to students)**

The Proposer with the lowest cost to the students will receive the maximum score of 20 points with the other Proposers receiving a proportionate score based on the low proposal divided by the higher proposal.

**Service**

**35 Points**

The District wants a full range of fresh products available on a daily basis. Proposers with plans that provide this service will receive a higher score. The District may visit Proposer operations at other sites to observe service levels before issuing a final score

The product mix will be coordinated with each campus depending of the culture of each campus. Consideration will be given to products with a broad appeal, such as organics, vegan, cultural selections, etc.

**Variety of Beverage, Food and Snack Products 25 Points**

The District campuses have a large and diverse population that has requested a variety of options for beverages and snack items to be available. Proposers with a larger selection of product will receive a higher score than Proposers with a limited selection of product.

**11. QUESTIONS (all questions must be answered to be considered responsive)**

**Product failure**

What steps have you taken to minimize failure of your products? Describe how you address potential problems and their ultimate resolution.

**Background checks**

Do you conduct criminal background checks and drug testing on the staff who will be working on our campuses?

### **Monetary accounting**

Please describe your mechanism for monetary accounting. Since commission rates can be skewed (i.e. a commission rate could be 40%; but if everything is not clocked and accounted for, the commission rate is a moot point), what ability does your company have in place to accurately track commission rates? Example: DEX protocol.

How does your organization monitor sales, volumes and tracking methods?

### **Other purchases**

Vendors are advised that schools occasionally procure bottled/canned/package products for student testing or other events that are funded from General Funds. As stewards of taxpayer dollars, purchased product from General Funds shall be based on the lowest cost, even if they must occur outside the vending contract.

If requested by the building administrator, will vendor provide bottled water, juice or other product free of charge for this type of special event?

If yes, please define limits or parameters of such a donation.

### **Additional product incentives**

Does vendor wish to provide additional incentives of actual product, such as sport drinks for athletic programs or other? Please detail:

### **Advertising**

At the discretion of the District, advertising by way of company color and logo is currently allowable on vending machines, coolers and other devices used to store beverages at events, as long as it is appropriate for school use. Vendors understand, by submission of this proposal, that if a competitors advertising is currently displayed on a scoreboard or other type of device that the replacement of that advertising shall be negotiated between the District and the awarded vendor. The District does not assume responsibility or expense for the removal of existing advertising. Removal of any advertising will be done immediately upon District's request.

All advertising is subject to District policy and approval.

Please define any proposed changes or requirements in conjunction with offer.

### **Scholarships**

Does your firm wish to provide scholarship funds to high schools to be awarded at the discretion of the school, specifying that they are awarded with funds provided by the vendor?

If yes, please detail the amount of funding per school, per year.

### **Other cash incentives**

Does vendor wish to propose additional cash incentives to the District? Such incentives will be divided between schools at the discretion of the District and shall be used to enhance the education program, including, but not limited to: athletics, activities, program enhancements, and/or other educational needs.

If yes, please indicate amount of supplemental incentive.

Is this an annual amount?

How/when will this be issued to the District?

What is your installation plan? Please list number of machines, locations, timeframe for installation and the name and contact information for the installation coordinator.

## **VI. STANDARD TERMS AND CONDITIONS**

### **ENTIRE AGREEMENT**

This document, including all addenda and subsequently issued change orders and amendments, comprises the entire agreement between Highline School District No. 401 and the Contractor and shall be governed by the laws of the State of Washington incorporated herein by reference. The venue for legal action shall be the Superior Court for the State of Washington, County of King. The District reserves the right to reject Proposals, which propose additional terms and conditions.

### **CONFLICTS AND SEVERABILITY**

Conflict - In the event of conflict between contract documents and applicable laws, codes, ordinances, regulations, or orders of any competent authority having jurisdiction or in the event of any conflict between such applicable laws, ordinances, regulations, or orders, the most stringent or legally binding requirement shall govern and be considered as a part of this contract in order to afford the District the maximum benefits thereof.

Severability - Any provision of this document found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of the document.

### **NONDISCRIMINATION AND AFFIRMATIVE ACTION**

Acceptance of this contract binds the contractor to Highline School District No. 401 Affirmative Action Policies and Procedures that encompasses Non-Discrimination and Sexual Harassment that is pursuant to Chapter 49.60 RCW and Chapter 49.74 RCW for the contract period.

### **GIFTS AND GRATUITIES**

In accordance with RCW 43.19.1937-1939, it is unlawful for any person to directly or indirectly offer, give or accept gifts, gratuities, loans, trips, favors, special discounts, services, or anything of economic value in conjunction with District business practices.

### **RIGHT AND REMEDIES**

In the event of any claim for default or breach of contract, no provision in this document or in the Contractor's offer shall be construed, expressly or by implication, as a waiver by the District of any existing or future right and/or remedy available by law. Failure of the District to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract or by law, or the acceptance of (or payment for) materials, equipment or services, shall not release the Contractor from any responsibilities or obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of the District to insist upon the strict performance of the contract.

### **SAVE HARMLESS**

Contractor shall indemnify, defend and hold harmless to the District from any and all claims, demands, suits, actions, proceedings, losses, costs and damages of every kind and description, including any attorneys' fees and/or litigation expenses, which may be brought or made against or incurred by the District on account of losses of or damage to any property or for injuries to or

death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake or negligence of Contractor, Contractor's employees, agents, representatives or sub-contractors, their employees, agents or representatives in connection with or incidental to the performance of this agreement, or arising out of Worker's Compensation claims, Unemployment Compensation claims or Unemployment Disability Compensation claims of employees of the Contractor and/or sub-contractors or claim under similar such laws or obligations. Contractor also agrees to protect and save harmless the purchaser against all claims, suits or proceeding for patent, trademark, copyright, or franchise infringement arising from the purchase, installation, or use of goods and services ordered, and to assume all expenses and damages arising from such claims, suits or proceedings. Contractor's obligation under this Section shall not extend to any liability caused by the sole negligence of the District or its employees.

Contractor shall pay all attorneys' fees and expenses incurred by the District in establishing and enforcing the District's rights under this paragraph, whether or not suit was instituted.

### **PERSONAL LIABILITY**

It is agreed by and between the parties hereto that in no event shall any official, officer, employee or agent of District or State of Washington be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement or representation made herein or in any connection with this agreement.

### **SUPERVISION AND COORDINATION**

#### **Contractor shall:**

- 1) Completely and efficiently, supervise and direct the implementation and completion of all contract requirements specified herein.
- 2) Designate in its Proposal to the District, a representative(s) with the authority to legally commit Contractor's firm. All communications given or received from the Contractor's representative shall be binding on the Contractor.
- 3) Promote and offer to the District only those materials, equipment and/or services as stated herein and allowed for by contractual requirements.  
Violation of this condition **will be grounds for terminating the contract(s).**

### **NON-ENDORSEMENT/ADVERTISING**

The selection of the Contractor to supply services to the District is neither an endorsement nor a suggestion that that Contractor is the best or only solution. The Contractor agrees to make no reference to the District in any literature, promotional material, brochures, sales presentation or the like without express written consent of the District.

### **SUBCONTRACTS/ASSIGNMENT**

Contractor shall not subcontract or assign neither in whole nor in part its obligations under this contract without the prior written consent of the District and if such subcontracting/assignment is approved all requirements of the contract shall be required of the sub-contractor(s).

## **TAXES, FEES AND LICENSES TAXES**

Contractor shall pay for and maintain in current status any and all taxes, which are necessary for contract performance. Unless otherwise indicated, the purchaser agrees to pay all State of Washington sales or use taxes. No charge by Contractor shall be made for federal excise taxes and the purchaser agrees to furnish Contractor with an exemption certificate, where appropriate. Sales tax shall not be included in proposal pricing submitted. The Contractor shall pay for and maintain in a current status, any license fees, assessments, permit charges, etc., which are necessary for contract performance.

## **WARRANTIES**

Product: Contractor warrants that all materials, equipment and/or services provided under this contract shall be fit for the purpose(s) for which intended, for merchantability, and shall conform to the requirements and specifications herein. Acceptance of any service and inspection incidental thereto by the District, shall not alter or affect the obligations of the Contractor or the rights of the District

Price: Contractor warrants that prices of materials, equipment and services set forth herein do not exceed those charged by the Contractor to any other customer purchasing the same goods or services under similar conditions and in like or similar quantities.

## **LIENS, CLAIMS, AND ENCUMBRANCES**

All materials, equipment or services shall be free of all liens, claims, or encumbrances of any kind and if the District requests a formal release of it shall be delivered to the District.

## **PERFORMANCE**

Acceptance by the purchaser of unsatisfactory performance with or without objection or reservation shall not waive the right to claim damage for breach nor constitute a waiver of requirements for satisfactory performance of any obligation remaining to be performed by Contractor.

## **DETERMINATION OF RESPONSIBILITY**

The District reserves the right to make reasonable inquiry to determine the responsibility of any Contractor. Requests may include, but not be limited to, financial statements, credit ratings, references, record of past performance, on-site inspection of Contractor's or Contractor's subcontractor's facilities. Failure to comply with said request(s) would be sufficient reason to consider the proposal in noncompliance.

## **AWARD FACTORS**

**Criteria:** District contracts shall be awarded to the most responsive Contractor subject to the preferences provided by law. Award criteria shall include all items as stated in RCW 43.19.1911 and the contractual requirements provided herein.

## **Rights Reserved**

The District reserves the right to:

- 1) Waive any immaterial defect(s) or informalities.

- 2) Reject any or all Proposals, or accept any portion of the items Proposed unless the Contractor stipulates all or nothing on the Proposal.
- 3) Reissue an RFP or negotiate as the best interest of the District may require whenever there is reason to believe that prices or terms are not the best obtainable.

### **CHANGES**

No alteration in any of the terms, conditions, or contractual requirements herein shall be effective without the written consent of the District. The written documentation shall be approved and finalized by the Director of Business Services.

### **ADDITIONS OR DELETIONS**

The District reserves the right to add or delete items as determined to be in the best interest of the District. Added items will be related to those on contract and will not represent a significant increase or decrease in size or scope of the contract. Such additions or deletions will be documented via mutual agreement, and will be at prices consistent with the original proposal price margins, and will be evidenced by issuance of a written contract change notice from the District's Director of Business Services.

### **CONTRACT SUSPENSION**

The District may at any time and without cause, suspend the contract, or any portion thereof, for a period of not more than thirty (30) calendar days, by written notice to the Contractor. Contractor shall resume performance on fifteen- (15) calendar days after receiving written notice from the District.

### **TERMINATION**

The District may terminate this contract, in whole or in part, at any time and for any reason by giving a thirty (30)-calendar day's written termination notice to the Contractor. Termination charges, when applicable, shall be computed in the following manner: (1) a sum computed and substantiated in accordance with standard accounting practices for those reasonable costs incurred by the Contractor prior to the date of termination, for orderly phase out of performance as requested by the District in order to minimize the cost of termination; and (2) a reasonable profit for such work performed; however, the District shall not be liable to the Contractor for any anticipated profits on the terminated portion of the contract, or claims of unabsorbed overhead or other fixed costs. In no event shall the District become liable to pay any sum in excess of the price of this contract for the terminated services.

Termination for Breach Except in the case of delay or failure resulting from circumstances beyond the control and without the fault or negligence of the Contractor or of the Contractor's suppliers or subcontractors, the District shall be entitled, by written or oral notice, to cancel this contract in its entirety or in part, for breach of any of the terms herein, and to have all other rights against Contractor by reason of Contractor's breach as provided by law. A breach shall mean any one or more of the following events: (1) Contractor fails to perform the services by the date required or by such later date as may be agreed to in a written amendment to the contract signed by the District; (2) Contractor breaches any warranty or fails to perform or comply with any term or agreement in the contract; (3) Contractor makes any general assignment for the benefit of creditors; (4) in the District's sole opinion, Contractor becomes insolvent or in an unsound financial condition so as to



endanger performance hereunder; (5) Contractor becomes the subject of any proceeding under any law relating to bankruptcy, insolvency or reorganization or relief from debtors; or (6) any receiver, trustee or similar official is appointed for the Contractor or any of the Contractor's property. If it is subsequently found that the Contractor was not in breach, the rights and obligations of the parties shall be the same as if a Notice of Termination had been issued pursuant to subparagraph 32.A.

Termination by Mutual Agreement the District or the Contractor may terminate this contract in whole or in part, at any time, by mutual agreement with a thirty (30)-calendar day's written notice from one party to the other

## **DEFAULT AND REMEDIES**

### Events

Any of the following events shall constitute cause for the District to declare Contractor in default of the contract:

#### *Nonperformance of contractual requirements.*

A material breach of any term or condition of this contract.

The District shall issue a written notice of default providing a period in which Contractor shall have an opportunity to cure. Time allowed for cure shall not diminish or eliminate Contractor's liability for liquidated damages.

Remedies If the default remains, after Contractor has been provided the opportunity to cure, the District may do one or more of the following:

- 1) Exercise any remedy provided by law.
- 2) Terminate this contract and any related contracts or portions thereof.

## **LEGAL FEES**

The Contractor covenants and agrees that in the event suit is instituted by the purchaser for any default on the part of the Contractor, and the Contractor is adjudged by a court of competent jurisdiction to be in default, he shall pay to the purchaser all costs, expenses expended or incurred by the purchaser in connection therewith, and reasonable attorney's fees.

## **FORCE MAJEURE**

Except for payment of sums due, neither party shall be liable to the other or deemed in default under this contract if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and could not have been avoided by exercising reasonable diligence. Force majeure shall include acts of God, war, riots, strikes, fire, floods, epidemics, or other similar occurrences.

Notification if either party is delayed by force majeure, said party should provide written notification within forty-eight (48) hours. The notification shall provide evidence of the force majeure to the satisfaction of the other party. Such delay shall cease as soon as practicable and

written notification of it shall be provided. The time of completion shall be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this contract.

Rights reserved:

The District reserves the right to cancel the contract and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against the District.

### **ESTABLISHED BUSINESS**

To be considered responsive, Contractors must, at the time of proposal opening, or prior to that time if required by law, be an established business firm with all required licenses, bonding, facilities, equipment and trained personnel necessary to perform the work as specified in the proposal solicitation. The District reserves the right to require proof of said requirements within 10 calendar days from the date of request.

### **AFFIRMATIVE ACTION CONTRACT COMPLIANCE STATEMENT**

The Proposer agrees not to discriminate against any client, employee, or applicant for employment or for services because of race, creed, color, national origin, sex, age or disability with regard to, but not limited to, the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoffs or termination rates of pay or other forms of compensation, selection for training, rendition of services.

In the event of non-compliance by the Proposer with any of the nondiscrimination provisions of the contract, the District shall have the right, at its option, to cancel the contract in whole or in part. If the contract is canceled after part of performance, the Highline School District No. 401 shall be obligated to pay the fair market value or the contract price, whichever is lower, for goods or services which have been received and accepted.

The Proposer assures the District that its agency/labor union will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities and all contracts for goods and services will be considered and will not be discriminated against on the basis of race, color, national origin, gender or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended, Americans with Disabilities Act, July 26, 1990. P.L. 101-336; and Title IX/Chapter 28A.640 RCW of the Education Amendments of 1972, as amended.

### **CONFLICT OF INTEREST**

Neither the Contractor nor any employee or agent of the Contractor shall participate in the performance of any duty in whole nor in part pursuant to this agreement to the extent is participation prohibited by Chapter 42.52 RCW, Ethics in public service.

### **CRIMES AGAINST CHILDREN:**

The contractor shall prohibit any employee of the contractor, including subcontractors, from working at a public school who has contact with children at said school during the course of his or her employment and who has plead guilty to or been convicted of any felony crime involving the physical neglect of a child under RCW 9A.42, the physical injury or death of a child under RCW 9A.32 or 9A.36 (except motor vehicle violations under RCW 46.61), sexual exploitation or a minor

under RCW 9.68, several offenses under RCW 9A.44 where a minor is the victim, promotion prostitution or a minor under RCW 9A.88, the sale or purchase of a minor child under RCW 9S.64.030, or violation of similar laws of another jurisdiction. Any failure to comply with this section shall be grounds for the School District to immediately terminate the contract.

#### **DEBARMENT AND SUSPENSION**

Proposer certifies by submission of a proposal that to the best of their knowledge/belief its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded for the award of contracts by any Federal governmental agency or department. Further, Proposer certifies that they are not presently indicted for or have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract.

If a Proposer is unable to certify such information, the Proposer shall submit an explanation of why it cannot provide certification. Such information will be used to determine whether the bid shall be deemed responsive.

If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to any other remedies available to the District, the District may terminate the contract for default.

## Attachment A

### Highline School District Facilities

Shool/Location	Address	Current # of machines
Beverly Park Elementary	1201 South 104th St., Seattle 98168	Beverage: 1
Bow Lake Elementary	18237 42nd Ave. So., SeaTac 98188	Beverage : 1
Cedarhurst Elementary	611 S. 132nd St., Burien 98168	None
Des Moines Elementary	22001 9th Ave. So., Des Moines 98198	None
Gregory Heights Elementary	16201 16th Ave. S.W., Burien 98166	Beverage: 1
Hazel Valley Elementary	402 S.W. 132nd St., Burien 98146	Beverage: 2
Hilltop Elementary	12250 24th Ave. So., Burien 98168	Beverage: 1
Madrona Elementary	20301 32nd Ave S, SeaTac 98198	Beverage: 2
Marvista Elementary	19800 Marine View Dr. S.W., Normandy Pk 98166	Beverage: 1
McMicken Heights Elementary	3708 So. 168th St., SeaTac 98188	Beverage: 1
Midway Elementary	22447 24th Ave. So., Des Moines 98198	Beverage: 1
Mount View Elementary	10811 12th Ave. S.W., Seattle 98146	Beverage: 1
North Hill Elementary	19835 8th Ave. So., Seattle 98148	Beverage: 1
Parkside Elementary	2104 So. 247th St., Des Moines 98198	Beverage: 1
Seahurst Elementary	14603 14th Ave. S.W., Burien 98166	None
Shorewood Elementary	2725 S.W. 116th St., Burien 98146	None
Southern Heights Elementary	11249 14th Ave. So., Burien 98168	Beverage: 1
White Center Heights Elementary	10015 6th Ave. S.W., Seattle 98146	Beverage: 2
Cascade Middle School	11212 10th Ave. S.W., Seattle 98146	Beverage : 2
Chinook Middle School	18650 42nd Ave. So., SeaTac 98188	Beverage: 4 Snacks: 1
Pacific Middle School	22705 24th Pl. So., Des Moines 98198	Beverage : 2
Sylvester Middle School	16222 Sylvester Rd. S.W., Burien 98166	Beverage : 2
Aviation	615 So. 200th St., Des Moines 98198	Beverage : 3
Big Picture	440 So. 186th St., Burien, WA 98148	Beverage: 1 Snacks: 1
Evergreen Complex ( AAA, HS3 & TEC HS)	830 S.W. 116th St., Seattle 98146 (300 Bldg.)	Beverage: 6 Snacks: 4
Highline High School	225 So. 152nd St., Burien, 98148	Beverage: 5 Snacks: 3 Hot Beverage: 1
Mount Rainier HS	22450 19th Ave. So., Des Moines 98198	Beverage: 5 Snacks: 1
Tyee Complex (ACE, Global, Odyssey HS)	4424 So. 188th St., SeaTac 98188 (800 Bldg)	Beverage: 11 Snacks: 1
Puget Sound Skills Center	18010 8th Ave. So., Burien 98148	Beverage: 3 Snacks: 2
Woodside Site: CHOICE Academy/Security Dept.	18367 8th Ave. So., Burien 98148	None
New Start	614 S.W. 120th St., Seattle 98146	None
Valley View Early Learning Center	17622 46th Ave. So., SeaTac 98188	Beverage: 1
Educational Resource and Administrative Center	15675 Ambaum Blvd. S.W., Burien 98166	Beverage: 2 Snacks: 1 Hot Beverage: 1
Facilities Services	17810 8th Ave. So., Burien 98148 (Bldg A)	None
Highline Memorial Field	420 So. 156th St. Burien WA 98148	Beverage: 1
Performing Arts Center	401 So. 152nd St., Burien 98148	None
Transportation	17910 8th Ave. So, Burien 98148 (Bldg J)	Beverage: 1 Snacks: 1
Warehouse: Supplies/ Surplus	16043 1st Ave. So., Burien 98148	None

## **Attachment B**

### **HIGHLINE SCHOOL DISTRICT No. 401**

### **VENDING CONTRAC PROPOSAL No 17/18-1**

### **COOPERATIVE PURCHASING AGREEMENT**

RCW 39.34 allows cooperative purchasing between public agencies in the State of Washington. Public agencies that have, or in the future file an Inter-local Cooperative Purchasing Agreement with the District may purchase from the District's contracts, provided that the Proposer has agreed to such participation. Each Proposer shall indicate on the proposal form whether it will honor other public agency orders in accordance with the contract terms and conditions. The District will not have any responsibility or liability for orders issued by other public agencies utilizing the District's contract through the Inter-local Agreement.

1. As per the terms and conditions of this contract, will the Proposer allow public agencies with executed Inter-local Cooperative Purchasing Agreements with Highline School District No. 401 purchase from this contract?

Yes\_\_\_\_\_

No\_\_\_\_\_

If yes, Proposer will have the opportunity to review ability to perform/deliver to requesting agencies prior to commencement of services.

3. If yes, and if the Proposer is successful in securing another agency to utilize this contract, indicate additional funds that will be made available to Highline School District No. 401

**Attachment C**

**HIGHLINE SCHOOL DISTRICT No. 401**

**VENDING MACHINE PROPOSAL No. 17/18-1**

**CERTIFICATION INFORMATION**

I hereby certify that I have read and understood this Request for Proposal, General Information, Evaluation of Proposals, Terms and Conditions and all other documents pertaining to this proposal submittal.

The undersigned agrees to furnish the enclosed services at the price stated, subject to the conditions and requirements of this proposal. The proposal must be signed by a person with authority to legally bind the Proposer.

*I certify that I am an authorizing agent of the firm referenced below and have legal authority to bind said company to the terms and conditions of this contract:*

Legal Firm Name: \_\_\_\_\_

By/Title \_\_\_\_\_

Print Name/Title \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Dated \_\_\_\_\_

Please indicate the person to be contacted by the District concerning any part of this RFP or the proposal:

Name: \_\_\_\_\_ Title \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

## Attachment D

### Highline School District No. 401

#### **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions \$25,000 and Above**

This certification is required by the Executive Order 12543 and 48 CFR part 9 regarding all transaction receiving federal dollars.

- a. The prospective lower tier participant (contractor) certifies, by signing this agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. The prospective lower tier participant (contractor) shall provide immediate written notice to Highline School District, 15675 Ambaum Blvd SW, Burien, WA 98166 Attn: Purchasing if at any time the prospective lower tier participant (contractor) learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- b. Should the prospective lower tier (contractor) enter into a covered transaction with another person at a lower tier (subcontractor), the prospective lower tier participant (contractor) agrees by signing this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified. The prospective lower tier participant will do this by (a) checking the federal Excluded Parties List System (EPLS) at the System award management (SAM) [www.sam.gov](http://www.sam.gov); or (b) collecting a certification from that person; or (c) adding a clause or condition to the covered transaction contract with that person similar to the paragraph above.
- c. The prospective lower tier participant (contractor) agrees by signing this agreement that it shall not knowingly enter into any lower tier covered transaction with a person (subcontractor) who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.
- d. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of award. In addition, under 18 USC sec. 1001, a false statement may result in a fine or imprisonment for up to five (5), or both. I have read and understand the instructions on the reverse side of this form.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name & Title of Authorized Representative

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Project, Proposal, Bid or Contract Name



I am unable to certify the above statements. My explanation is attached.



**HIGHLINE**  
PUBLIC SCHOOLS  
*A path to success for every student*

## SERVICE AREA MAP 2017-2018

### ■ ELEMENTARY SCHOOLS

**BEVERLY PARK**  
1201 South 104th Street  
Seattle, WA 98148  
206.631.3400

**BOW LAKE**  
18237 - 42nd Avenue South  
SeaTac, WA 98188  
206.631.3900

**CEDARHURST**  
611 South 132nd Street  
Burien, WA 98148  
206.631.3800

**DES MOINES**  
22001 - 9th Avenue South  
Des Moines, WA 98198  
206.631.3700

**GREGORY HEIGHTS**  
16201 - 16th Avenue SW  
Burien, WA 98148  
206.631.3800

**HAZEL VALLEY**  
4207 SW 132nd Street  
Burien, WA 98148  
206.631.3900

**HILLTOP**  
12250 - 24th Avenue South  
Burien, WA 98148  
206.631.4000

**MADRONA**  
20301 - 32nd Avenue South  
SeaTac, WA 98198  
206.631.4100

**MARVISTA**  
19800 Marine View Drive SW  
Normandy Park, WA 98168  
206.631.4200

**McMICKEN HEIGHTS**  
3106 South 168th Street  
SeaTac, WA 98188  
206.631.4300

**MIDWAY**  
22447 - 24th Avenue South  
Des Moines, WA 98198  
206.631.4400

**MOUNT VIEW**  
10811 - 12th Avenue SW  
Seattle, WA 98148  
206.631.4500

**NORTH HILL**  
19835 - 8th Avenue South  
Des Moines, WA 98198  
206.631.4600

**PARKSIDE**  
2104 South 247th Street  
Des Moines, WA 98198  
206.631.4700

**SEAHURST**  
14603 - 14th Avenue SW  
Burien, WA 98148  
206.631.4800

**SHOREWOOD**  
2725 SW 116th Street  
Burien, WA 98148  
206.631.4900

**SOUTHERN HEIGHTS**  
11249 - 14th Avenue South  
Burien, WA 98148  
206.631.5000

**WHITE CENTER HEIGHTS**  
10015 - 8th Avenue SW  
Seattle, WA 98148  
206.631.5200

### ● MIDDLE SCHOOLS

**BIG PICTURE**  
8000 10th Avenue SW  
Burien, WA 98148  
206.631.7700

**CASCADE**  
11212 - 10th Avenue SW  
Seattle, WA 98148  
206.631.5500

**CHINOOK**  
18650 - 42nd Avenue South  
SeaTac, WA 98188  
206.631.5700

**CHOICE ACADEMY**  
18367 - 8th Avenue South  
Burien, WA 98148  
206.631.7830

**PACIFIC**  
22705 - 24th Avenue South  
Des Moines, WA 98198  
206.631.5800

**SYLVESTER**  
16222 Sylvester Road SW  
Burien, WA 98168  
206.631.6000

### ▲ HIGH SCHOOLS

**BIG PICTURE**  
8000 10th Avenue SW  
Burien, WA 98148  
206.631.7700

**CHOICE ACADEMY**  
18367 - 8th Avenue South  
Burien, WA 98148  
206.631.7830

**EVERGREEN**  
830 SW 116th Street  
Seattle, WA 98148  
206.631.6150

**HIGHLINE**  
225 South 152nd Street  
Burien, WA 98148  
206.631.6700

**MOUNT RAINIER**  
22450 - 10th Avenue South  
Des Moines, WA 98198  
206.631.7000

**NEW START**  
614 SW 120th Street  
Seattle, WA 98148  
206.631.7750

**PUGET SOUND SKILLS CENTER**  
19010 - 8th Avenue South  
Burien, WA 98148  
206.631.7300

**RAISBECK AVIATION**  
near The Museum of Flight  
3229 East Marginal Way South  
Tukwila, WA 98108  
206.631.7200

**TYEE**  
4424 South 188th Street  
SeaTac, WA 98188  
206.631.6500

**CENTRAL OFFICE**  
15515 Ambaum Blvd. SW  
Burien, WA 98148  
206.631.3000

### ★ OTHER LOCATIONS

**(OLD) BEVERLY PARK SITE**  
11427 - 3rd Avenue South  
Seattle, WA 98148

**BURIEN HEIGHTS SITE**  
1210 SW 138th Street  
Burien, WA 98148

**CAMP WASKOWITZ**  
(not located in map area)  
45505 SE 150th Street  
North Bend, WA 98045  
206.277.7166

**CRESTVIEW SITE**  
16020 - 43rd Avenue South  
Tukwila, WA 98168

**DISTRICT WAREHOUSE**  
2301 South 200th Street  
SeaTac, WA 98198  
206.878.8216

**GLACIER SITE**  
2450 South 142nd Street  
SeaTac, WA 98168

**LAKEVIEW SITE**  
SW 150th Street & 8th Avenue SW  
Burien, WA 98168

**MAINTENANCE, OPERATIONS,  
TRANSPORTATION (MOT) SITE**

**FACILITIES SERVICES DEPARTMENT**  
17810 - 8th Avenue South  
Burien, WA 98148

**BLDG. A:**  
Capital Facilities Staff  
206.631.7900

**BLDG. C:**  
Custodial Services Division  
206.631.7901  
Maintenance Services Division  
206.631.7901

**TRANSPORTATION**  
17910 - 8th Avenue South, Bldg. J  
Burien, WA 98148  
206.631.7502

**MARINE TECHNOLOGY  
LABORATORY**  
8 Seaford Park  
13403 - 24th Place SW  
Burien, WA 98148  
206.423.2107

**MAYWOOD SITE**  
1410 South 200th Street  
SeaTac, WA 98198

**MEMORIAL FIELD**  
420 South 158th Street  
Dunich, WA 98148

**NORTH SHOREWOOD SITE**  
10015 - 28th Avenue SW  
Seattle, WA 98148

**OLYMPIC SITE**  
615 South 200th Street  
Des Moines, WA 98198

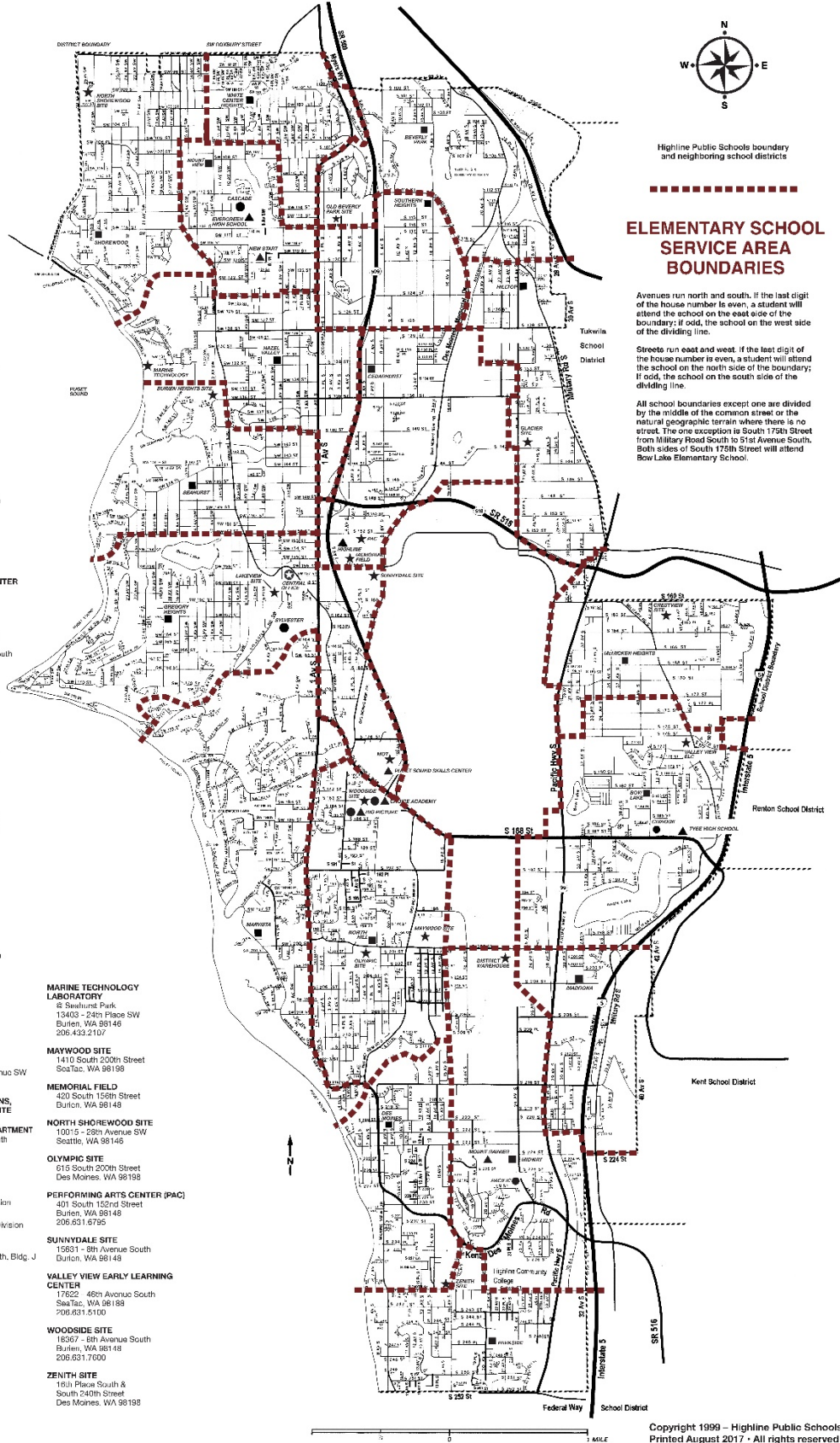
**PERFORMING ARTS CENTER (PAC)**  
401 South 122nd Street  
Burien, WA 98148  
206.631.6785

**SUNNYVALE SITE**  
15831 - 8th Avenue South  
Dunich, WA 98148

**VALLEY VIEW EARLY LEARNING  
CENTER**  
17622 - 46th Avenue South  
SeaTac, WA 98188  
206.631.5100

**WOODSIDE SITE**  
18367 - 8th Avenue South  
Burien, WA 98148  
206.631.7000

**ZENITH SITE**  
1915th Place South &  
South 240th Street  
Des Moines, WA 98198



## ELEMENTARY SCHOOL SERVICE AREA BOUNDARIES

Avenues run north and south. If the last digit of the house number is even, a student will attend the school on the east side of the boundary; if odd, the school on the west side of the dividing line.

Streets run east and west. If the last digit of the house number is even, a student will attend the school on the north side of the boundary; if odd, the school on the south side of the dividing line.

All school boundaries except one are divided by the middle of the common street or the natural geographic terrain where there is no street. The one exception is South 179th Street from Military Road South to 51st Avenue South. Both sides of South 179th Street will attend Bow Lake Elementary School.





## SERVICE AREA MAP 2017-2018

### ELEMENTARY SCHOOLS

**BEVERLY PARK**  
1201 South 104th Street  
Seattle, WA 98148  
206.631.3400

**BOW LAKE**  
18237 - 42nd Avenue South  
Burien, WA 98148  
206.631.3500

**CEDARHURST**  
61 - South 132nd Street  
Burien, WA 98148  
206.631.3600

**DES MOINES**  
22301 - 39th Avenue South  
Des Moines, WA 98148  
206.631.3700

**GREGORY HEIGHTS**  
16201 - 16th Avenue SW  
Burien, WA 98148  
206.631.3800

**HAZEL VALLEY**  
402 SW 132nd Street  
Burien, WA 98148  
206.631.3900

**HILLTOP**  
12260 - 24th Avenue South  
Burien, WA 98148  
206.631.4000

**MADRONA**  
30301 - 39th Avenue South  
SeaTac, WA 98148  
206.631.4100

**MARVISTA**  
19800 Marine View Drive SW  
Normandy Park, WA 98148  
206.631.4200

**McMICKEN HEIGHTS**  
3706 South 16th Street  
SeaTac, WA 98148  
206.631.4300

**MIDWAY**  
22447 - 24th Avenue South  
Des Moines, WA 98148  
206.631.4400

**MOUNT VIEW**  
10811 - 19th Avenue SW  
Seattle, WA 98148  
206.631.4500

**NORTH HILL**  
18835 - 8th Avenue South  
Des Moines, WA 98148  
206.631.4600

**PARKSIDE**  
2104 South 24th Street  
Des Moines, WA 98148  
206.631.4700

**SEAHURST**  
14003 - 14th Avenue SW  
Burien, WA 98148  
206.631.4800

**SHOREWOOD**  
2725 SW 11th Street  
Burien, WA 98148  
206.631.4900

**SOUTHERN HEIGHTS**  
11249 - 14th Avenue South  
Burien, WA 98148  
206.631.5000

**WHITE CENTER HEIGHTS**  
10015 - 8th Avenue SW  
Seattle, WA 98148  
206.631.5100

### MIDDLE SCHOOLS

**BIG PICTURE**  
9 Manhattan Site  
910 South 108th Street  
Burien, WA 98148  
206.631.7700

**CASCADE**  
11212 - 10th Avenue SW  
Seattle, WA 98148  
206.631.5500

**CHINOOK**  
18660 - 42nd Avenue South  
SeaTac, WA 98148  
206.631.6700

**CHOICE ACADEMY**  
18367 - 8th Avenue South  
Burien, WA 98148  
206.631.7600

**PACIFIC**  
22705 - 24th Avenue South  
Des Moines, WA 98148  
206.631.5900

**SYLVESTER**  
16722 Sylvester Road SW  
Burien, WA 98148  
206.631.6000

### HIGH SCHOOLS

**BIG PICTURE**  
61 Manhattan Site  
440 South 188th Street  
Burien, WA 98148  
206.631.7700

**CHOICE ACADEMY**  
18367 - 8th Avenue South  
Burien, WA 98148  
206.631.7600

**EVERGREEN**  
830 SW 116th Street  
Seattle, WA 98148  
206.631.5150

**HIGHLINE**  
225 South 152nd Street  
Burien, WA 98148  
206.631.6700

**MOUNT RAINIER**  
2200 - 10th Avenue South  
Des Moines, WA 98148  
206.631.7000

**NEW START**  
811 SW 120th Street  
Seattle, WA 98148  
206.631.7700

**FUQUA SOUND SKILLS CENTER**  
18010 - 8th Avenue South  
Burien, WA 98148  
206.631.7300

**RAISBECK AVIATION**  
near The Museum of Flight  
(not located in map area)  
9228 East Marginal Way South  
Tukwila, WA 98148  
206.631.7200

**TYEE**  
4424 South 188th Street  
SeaTac, WA 98148  
206.631.6500

**CENTRAL OFFICE**  
10676 Ambaum Blvd SW  
Burien, WA 98148  
206.631.3000

### OTHER LOCATIONS

**(OLD) BEVERLY PARK SITE**  
11427 - 3rd Avenue South  
Seattle, WA 98148

**BURDEN HEIGHTS SITE**  
1210 SW 138th Street  
Burien, WA 98148

**CAMP WASKOWITZ**  
not located in map area  
7500 SE 15th Street  
North Bend, WA 98045  
425.277.7195

**CRESTVIEW SITE**  
10700 - 40th Avenue South  
Tukwila, WA 98148

**DISTRICT WAREHOUSE**  
2301 South 20th Street  
Seattle, WA 98148  
206.678.8216

**GLACIER SITE**  
2450 South 142nd Street  
SeaTac, WA 98148

**LAKEVIEW SITE**  
SW 16th Street & 6th Avenue SW  
Burien, WA 98148

**MAINTENANCE, OPERATIONS,  
TRANSPORTATION (MOT) SITE**

**FACILITIES SERVICES DEPARTMENT**  
17810 - 8th Avenue South  
Burien, WA 98148

**BLDG. A**  
Capital Facilities Staff  
206.631.7500

**BLDG. C**  
Custodial Services Division  
206.631.7501

**TRANSPORTATION**  
17910 - 8th Avenue South, Bldg. J  
Burien, WA 98148  
206.631.7600

**MARINE TECHNOLOGY  
LABORATORY**  
61 Seahurst Park  
13423 - 24th Place SW  
Burien, WA 98148  
206.633.2107

**MAYWOOD SITE**  
1412 South 220th Street  
SeaTac, WA 98148

**MEMORIAL FIELD**  
420 South 15th Street  
Burien, WA 98148

**NORTH SHOREWOOD SITE**  
10015 - 28th Avenue SW  
Seattle, WA 98148

**OLYMPIC SITE**  
615 South 200th Street  
Des Moines, WA 98148

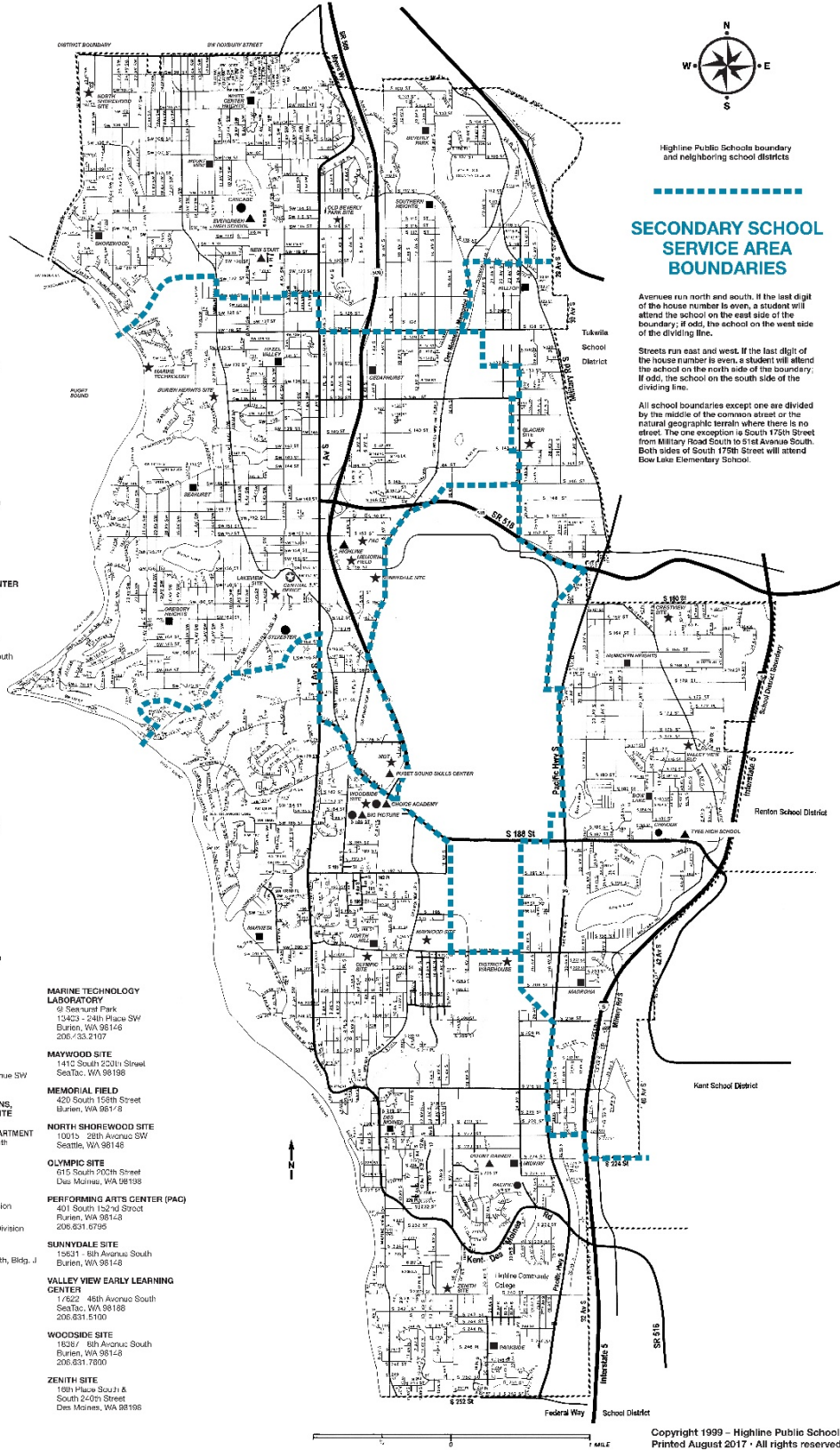
**PERFORMING ARTS CENTER (PAC)**  
401 South 152nd Street  
Burien, WA 98148  
206.631.6759

**SUNNYDALE SITE**  
15631 - 8th Avenue South  
Burien, WA 98148

**VALLEY VIEW EARLY LEARNING  
CENTER**  
17522 - 46th Avenue South  
SeaTac, WA 98148  
206.631.5100

**WOODSIDE SITE**  
16367 - 8th Avenue South  
Burien, WA 98148  
206.631.7800

**ZENITH SITE**  
16th Place South &  
South 240th Street  
Des Moines, WA 98148



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